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ABSTRACT

Presented is the final report of a project to acquire, renovate, and construct a building addition to house a sheltered workshop and provide instruction in basic life skills, social skills, simple production work skills, and life oriented academics for moderately retarded adults. Sections are provided on the following aspects of the project (sample subtopics are in parentheses): background (the problem, historical summary, and proposed solution); review of philosophy and objectives; building securement (the building survey, decision to use Pauline School, and obtaining required approvals); educational specifications (projected client enrollment, site considerations, and preliminary floor plan); obtaining an architect; budget (itemized cost of construction materials); architectural drawings; proposal to regional vocational school; construction materials (preparation, construction materials list, and bidding and purchasing); compliance with codes and regulation (building and fire regulations); supervision of construction (considerations); funding (state, federal, and private support); evaluation (assessment of the existing structure, the renovated building and addition, and practicum evaluation); dissemination of information; and significance of the project. Among appended material are correspondence of the building officer, the invitation to bidders, and federal funding correspondence. Illustrations include the donated building, the school before renovation, and a view of the addition and main building. (SB)

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ACQUISITION, RENOVATION, AND CONSTRUCTION OF AN ADDITION TO A BUILDING TO SERVE AS A SHELTERED WORKSHOP FOR HANDICAPPED ADULTS

BY

JOHN E. ZOINO

Submitted in partial fulfillment of the
requirements for the degree of
Doctor of Education, Nova University

EC090732

Boston Cluster
Robert W. Peebles

Maxi II Practicum
May 1975

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May 15, 1975

Dear Mr. Kaylin:

Enclosed are two copies of the Maxi II Practicum final report, Acquisition, Renovation and Construction of an Addition to a Building to Serve as a Sheltered Workshop for Handicapped Adults.

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Yours truly,

John E. Zoino

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JEZ:h

ABSTRACT

This practicum was generated to provide suitable housing for a sheltered workshop for moderately retarded (approximately 20-50 I.Q.) adults. Specifications were written, enabling the architects to draw construction plans for a workshop to provide a four point program which included basic life skills, social skills, simple production work skills and life oriented academics. Construction of the addition has been started and renovation is nearing completion. The report includes a step by step examination of how this facility became a reality without benefit of a large total dollar expenditure. It is suggested that this practicum could serve as a blueprint for other communities with limited resources desiring to provide facilities to service a comparable clientage.

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ACQUISITION, RENOVATION AND CONSTRUCTION OF AN ADDITION TO A BUILDING TO SERVE AS A SHELTERED WORKSHOP FOR HANDICAPPED ADULTS

JOHN E. ZOINO[1]

BACKGROUND

Introduction

There were certain residents of Randolph culturally, socially and physically segregated because of retardation so handicapping as to limit them to supervised activities. Today, these same Randolph residents are functioning in a workshop for moderately mentally retarded adults developed under the leadership of Robert D. Sayrs, Director of Auxiliary Services for the Randolph Public Schools and John E. Zoino.

The sheltered workshop was initiated as a Maxi I Practicum by Sayrs and Zoino in partial fulfillment of the requirements for the degree of Doctor of Education at Nova University, Fort Lauderdale, Florida and is filed there as an

[1]John E. Zoino is Deputy Superintendent of the Randolph Public Schools, Randolph, Massachusetts, a public school district serving 7,400 pupils in grades K-12.

unpublished practicum report entitled, Development of a Sheltered Workshop for Handicapped Adults.

The Problem

The workshop has encountered continuing major problems in securing housing designed to accomplish the specific objectives of the project. Difficulties arising to date have varied from site to site but have included:

1. Insufficient floor space which limited achievement of the life, social, occupational and related academic skill objectives. Inadequate floor space has also hindered expansion of services and constrained enrollment growth.
2. Distance from public transportation, restricting the project's ability to develop improved client mobility.
3. Housing in a segregated section of an elementary school building which caused the parents concern regarding stigmatization of the clients by the other pupils.

4. The inability to accept more than one teacher intern per semester.

Historical Summary

The Maxi I report by Sayrs and Zoino on pages 18-20 outlines some of the efforts and frustrations encountered in their attempts to secure adequate facilities.

Nike Site loss: The first major frustration occurred when an excellent facility at the former Nike Site off High Street was lost due to a poor political climate existing between the Town of Randolph and the State's Metropolitan District Commission.[2]

Opening at Randolph Congregational Church: Further hampered by a lack of available school housing and minimally optimum available building rentals, mostly overpriced, the authors finally decided to rent space from the First Congregational Church. This space was not sufficient to meet the programs needs, was poorly lighted and

[2]For more information see Sayrs, Robert D. and John E. Zoino, Development of a Sheltered Workshop for Handicapped Adults, an unpublished Nova University Maxi I Practicum Report, 1974, pp. 18-19.

ventilated, inadequately secured (materials were constantly missing) and did not possess sufficient lavatories and toilets. Although these problems caused several postponements of the planned opening date, the workshop finally did open its doors at this location on March 23, 1975. All was not negative, the workshop was initiated, many elements of the original program were implemented and it did allow added time to secure more suitable facilities. The workshop remained at the church until the close of the school year in June, a total of three months.

Use of Tower Hill Elementary School: During the period from March to July of 1973, much time was expended researching, viewing and assessing in and out-of-school facilities for the workshop. Although not totally satisfied, the authors decided to convert a basement space in the Tower Hill Elementary School in Randolph for the workshop. During the month of August, 1973 the space was carpeted, painted, new fluorescent fixtures were installed and the facility ultimately received the approval of the School Committee, the

Parents' Advisory Committee (PAC) and the appropriate Town and State Inspection Supervisors. This rent-free facility was a major improvement over the church. During the school year 1973-74, at this location, the workshop grew in attendance and program and received strong community acceptance and support.

Although many interesting program innovations were initiated there remained several drawbacks to the workshop because of its Tower Hill School location. One was geographic inaccessibility, limiting the clients' opportunity to learn to use public transportation, a prime objective of the workshop. A social problem also developed during the year, as parents of both the clients and the regular elementary children developed concerns regarding the psychological and social effects of the groups upon each other. The handicapped adults' parents felt that the clients were stigmatized by this placement. Some of the parents of the regular class children, because of the nature of the clients' handicaps, were displeased and somewhat fearful of the placement despite the

fact that not one unpleasant incident had occurred during the year. This is an interesting phenomenon and is alluded to in the Maxi II Report of Robert D. Sayrs under "Client Characteristics".[3]

Relocation at Randolph High School: The workshop evaluation at the end of the school year indicated good program and client growth. Major problems cited were the overcrowded conditions at the Tower Hill School caused by added client enrollment and the social problem previously reported. For these two reasons it was decided to accept temporary housing in Randolph High School. The high school space was made available for the school year 1974-75 on a one year basis since the high school enrollment is expected to grow from 2,295 in 1974-75 to 2,509 in 1975-76.

This solution was accepted with the full knowledge that a fourth move would be needed by September, 1975 since we were confident that we could obtain adequate housing by September, 1975.

[3]Sayrs, Robert D., Development of a Cooperative Workshop Facility for Handicapped Adults, an unpublished Nova University Maxi II Practicum Report, 1975, pp. 5 & 6.

Donation of a building: Early in January, 1974, a local merchant offered to donate a two-story house located at 1141-1143 North Main Street, to the Randolph School Department for use as a workshop with the provision it be moved to a new location by April 1, 1974 (Appendix A). Sayrs and Zoino, utilizing the business and maintenance departments of the school system, conducted several on-site inspections of the property and concluded it possessed sufficient potential to warrant further consideration. A plan to evaluate the merits of accepting, moving and renovating the building revealed the following:

A. The building was rated structurally sound and capable of withstanding the rigors of moving.

B. Several sites were considered for purchase but were eliminated because of cost. Other sites on town property were reviewed and one at the rear of the Stetson School was deemed satisfactory.

C. The cost of moving the building (Appendix B) was estimated at $5000 by a professional mover. Efforts

to obtain free moving were not successful. Refusals were received from private movers, the U.S. Navy and the U.S. Marines. Major problems were encountered from the utility companies since the building would require moving approximately three miles over Main Street. Since wires on Main Street are located on posts and are strung overhead, a major expense would have been created to cut and replace them. The Fire Chief expressed the concern that much of the fire protection in the north end of town would be interrupted for varying lengths of time.

D. An architectural survey conducted by Tedesco Associates concluded that the amount of usable space (595 square feet) would not warrant the expenditure of monies required.

E. Monies in the amount of $20,000 were approved by the School Committee,

Board of Selectmen and Finance Committee to move and renovate the building (Appendix C).

F. A report from the administrators of the Blue Hills Regional Technical School rejected the donated building as a workable class project for the students there.

Based upon the above, it was decided not to move the building to the Stetson site. A later decision to move it to a site on Pauline Street and to attach it to the abandoned Pauline School was also rescinded for economic reasons. Upon recommendation from Sayrs, Zoino and Superintendent of Schools, Thomas L. Warren, the Randolph School Committee, on April 22, 1974, voted to reject the offer of the donated building (Appendix D). For more information on this matter see Appendices E1-E5. In addition it was decided to pursue the possibility of renovating the abandoned Pauline School and to construct an addition to it.

Proposed Solution

The acquisition, renovation and construction of an addition to an existing building will solve the

problems previously outlined. The Pauline School, closed in 1965 for school purposes, was selected to serve as the building to be renovated.

The process includes a review of the theoretical aspects of the program, development of educational specifications and an evaluation of the project.

The practical aspects include receiving appropriate approvals, budget development and maintenance, architectural aspects, bidding and purchasing of materials, supervision of construction and overall project control. This project will provide this adult moderately mentally retarded population of the Randolph region with a facility making possible an alternative to a life of isolation.

REVIEW OF PHILOSOPHY AND OBJECTIVES

The program philosophy and the general objectives derived to implement the philosophy, as originally developed by Sayrs and Zoino, did serve to guide the development of the initial project. This fact was reported clearly by the professional staff during its program evaluation in June of 1974.

Periodic informal reviews and a formal review by Sayrs and Zoino on January 14, 1975, concluded that the original philosophy and objectives were sufficiently encompassing to insure continued program growth in the new facility. The author was satisfied that the stated philosophy and objectives could serve as the basis for the development of the educational specifications.

Close daily collaboration between Sayrs and this author was effected during this phase to insure that the specifications for the new facility made possible the implementation of the enriched curriculum being developed by Sayrs.

SECURING A BUILDING

The building search, previously described, together with the investigation and evaluation of the offer to donate a building by a local merchant for use as a workshop, led to the proposed solution of the housing question.

Building Survey

The site and buildings survey completed as part of the original practicum revealed the potential value of several town and privately owned buildings. It is interesting to note that the areas listed in order of potential for use as a workshop placed the Pauline School first. Since the Pauline School was not then available because of its use as a maintenance workshop-storage area, and since the administrative assistant for that department was reluctant to yield the building, its use as a workshop was precluded. Retirement of the maintenance department head and the hiring of a more flexible replacement resulted in an evaluation of all maintenance facilities. This survey revealed that the Pauline School was being minimally and inefficiently utilized and could be relinquished for other uses or abandoned entirely.

Decision to Use the Pauline School

The investigation of the building to be donated led to the consideration to attach it to the Pauline School and finally to the refusal of the offer for reasons previously discussed. This however, rekindled interest in using the Pauline School as the workshop building. Preliminary inquiries revealed its potential acceptance as a vocational school project.

Monies previously made available to move and renovate the donated building were estimated by Sayrs and Zoino to be sufficient to renovate the building and to consider construction of an addition to it. For these reasons it was decided to secure the necessary approvals to pursue the plan to renovate the Pauline School and construct an addition to it for use as a sheltered workshop.

Obtaining Required Approvals

The following course of action was successfully undertaken by the writer and made possible the implementation of the proposed solution.

Superintendent of Schools: A meeting of the Superintendent of Schools, the Business Manager, Sayrs and Zoino was held to review the plan to transfer the Pauline School to use as a sheltered workshop. Permission to present a proposal to the Randolph School Committee for acceptance was granted by the Superintendent.

School Committee: A plan developed by the author was presented by Superintendent Thomas L. Warren to the Randolph School Committee at its regular meeting of April 22, 1974. It included the following steps: obtaining approval of Parents' Advisory Council; selecting and securing an architect; developing sepcifications; transferring monies to renovate the Pauline School and build an addition to it; and to develop and present a proposal to the Blue Hills Regional School Committee for acceptance as a student project. The school committee unanimously voted to approve the project as submitted and to transfer the Pauline School from the maintenance department for its use as a sheltered workshop.

Parents' Advisory Council: The group previously known as the Parents' Advisory Council and now the Randolph Occupational Workshop, Incorporated, met under the leadership of its President, Patricia Sinclair, to consider the proposal previously approved by the school committee. The writer was surprised at the seeming lack of parent interest in the project proposal and their ultimate reluctant vote of approval. This seeming lack of interest has, at the present time, been overcome and enthusiastic support of the project by the PAC is much in evidence.

EDUCATIONAL SPECIFICATIONS

The review of the program philosophy and the objectives derived therefrom was an absolutely essestial step to be taken prior to the development of the educational specifications. No school plant of any type could be constructed or reconstructed without building specifications and drawings and no architect could develop these without educational specifications. A noted architect once observed that:

> "...it was neither the ingenuity of engineers, the vision of architects, nor the dreams of school administrators that has created the character of school plants. Rather, the character and design of the school building have been dictated by the educational program."[4]

This in reality was the case here. After nearly eighteen months of operation, the professional staff, through planning and formative evaluation, did develop a program to meet the needs of these clients. The educational specifications are a reflection of the existing program but have been strengthened to overcome

[4]American Association of School Administrators, Planning American School Buildings, Report of the A.A.S.A. School Building Commission, Washington, D.C. 1960, p. 3.

several shortcomings of the present program, particularly in the areas of life and social skills development. The educational specifications as presented to the architects was entitled "Educational Specifications for a Sheltered Workshop for Handicapped Adults, Randolph, Massachusetts." It consisted of the following six sections:

The Workshop in Perspective

The primary purpose of a sheltered workshop for moderately retarded adults (I.Q. 20-50) is to provide an away-from-home setting for the client. This factor in addition to being a necessity for the clients is most essential for the physical and emotional well being of their parents or guardians. The workshop is to be designed to allow the professional staff to plan and implement a program for these adults which will enhance and further develop their basic life skills, social skills, simple production work skills and life-oriented academics. Not radically new, the sheltered workshop in Massachusetts provides for a clientage too often isolated and forgotten. To the best of our knowledge this is the first building to be designed

in Massachusetts under school department auspices to serve such a population. The architect is advised to visit the workshop presently in Randolph High School to view the program, meet the staff and clients and to receive further input from Project Leaders John E. Zoino and Robert D. Sayrs. Printed materials describing the project are also available but will not be reprinted here.

Projected Client Enrollment

The client population prediction of 34 by the year 1977 is, at best, an educated guess. An 8% net annual client growth is estimated through the year 1980 making the project enrollment 43 by the year 1980. It was necessary to rely mainly upon the author's prior experience in school construction (over twenty-five million dollars in eight projects) and standard pupil population techniques to arrive at the prediction stated above, since the author could find no literature relating to predicting clients for a sheltered workshop despite an ERIC search. Consideration was given to the following items.[5]

1. Trends in total population by age, by town and by district to be served

[5]New York Commission on School Buildings, Classrooms for How Many?, Enrollment Handbook, Albany: The Commission, 1952, reported in ibid., pp. 113 and 114.

2. In and out migration of adults with special needs
3. Past school enrollment of handicapped persons in Randolph and in the district
4. Changes in State law regarding the handicapped
5. Economic factors making the employment of the handicapped easy or difficult
6. Demographic factors caused by the closing of State facilities for the handicapped
7. Community expectations for assisting the handicapped
8. Inventory of regional rehabilitation centers

Program

The program is based upon the philosophy and objectives submitted as separate items. The facility must provide specialized spaces such as a kitchen, bedroom etc. to allow for full program development. Special equipment and furnishings will be provided in each space. The following outline serves as the framework for the program:

A. Life skills
   1. Personal hygiene including washing, bathing, proper toilet habits

2. Care of clothing, including washing and ironing
3. Simple housekeeping chores such as polishing, cleaning, dusting, bed-making and vacuuming
4. Meal planning, simple cooking, dish washing, etc.
5. Understanding and recognition of household dangers
6. Use of common signs such as EXIT

B. Social Skills

Opportunities will be provided through practice, role-playing and group discussion to improve the clients' ability to live with others, to respect their rights, to be polite, to improve their speech patterns and in general to learn acceptable social behavior.

C. Academic

The program will include the skills of simple counting, reading and writing. The course content will be based upon items taken from the world outside the classroom.

Among items to be included are recognition of color, sizes, distances and safety practices.

D. Production and Work Skills

Individual and group tasks graded as to difficulty include gross manipulative and assembly skills. Clients, as prepared, will advance to tasks requiring greater dexterity and finer manipulative skills.

Site Considerations

Items pertinent to the site are:

A. Black-top parking area for 4 staff members and 6 visitors

B. Bus pull-in area sufficient to allow a typical school bus to pull off the road when loading. Turn-around area is not required.

C. Loading area at rear of building of approximately 700 square feet with 20 feet wide black top driveway to it and a loading dock with stairs and ramp.

D. Space for two large picnic tables, outdoor cooking facilities with small preparation area: approximately 750 square feet.

E. Play area sufficiently flexible to allow for shuffleboard, badminton, lawn bowling and other controlled physical activities: approximately 1500 square feet.

F. Space for a garden to raise vegetables and flowers: approximately 750 square feet.

G. Fencing around the perimeter of the site, if funds are sufficient.

H. Outside water supply for garden

Interior Spaces

The net area in the renovated building available for instructional workshop and supportive services is to be approximately 2100 square feet. The addition is to be approximately 850 square feet, making a total of 2950 square feet available in the total project. The amount of space per client required for a sheltered workshop varies greatly with the program. Olive Kolstoe

and Roger Frey believe a minimum of 100 square feet is needed per client and state:

> "It has generally been accepted that in an operation of sub contract, reclamation, and manufacturing work a minimum of one hundred square feet per student must be allowed."[6]

By this standard, the workshop would be at the peak client capacity of 29 the day the building opens in September of 1975. It is the opinion of this author that the program designed for this workshop which features a strong academic program and light assembly-type contract work requires less space per client than the standard previously cited. It is believed that 85 square feet per client is a fairer standard for this workshop. This standard would set the client capacity at 34 which allows the facility to accept normal growth until 1977. Such an estimate is

[6] Kolstoe, Olive P. and Roger M. Frey, A High School Work Study Program for Mentally Subnormal Students, Carbondale and Edwardsville, Illinois: Southern Illinois University.

acceptable and is supported by Kolstoe and Frey who wrote:

> "Obviously, if the nature of the work is only sub contract work of a light assembly or reclamation nature, the space requirements would not be so great."[7]

All of the following areas are independent and will be contained in the existing renovated structure, except the workshop which is to be housed in the addition.

A. Classroom is to be a carpeted, air conditioned area of about 850 square feet. One section (about 350 square feet) of the room should be tiled to serve as a project area for painting, using clay etc. All furniture and equipment should be portable to allow use of the space for evening social activities for the clients and their guests such as banquets, game nights, movie nights and dances. This flexibility is also needed to allow the classroom to be used for production purposes if the addition is not completed.

[7] Ibid.

The classroom is to include the following:

1. Chalk board - 12 feet
2. Tack board - 12 feet
3. Electrical outlets every 8 feet
4. Display cases, storage space cabinets, and shelving
5. Facilities for plants, terrariums and aquariums
6. Darkening shades for audio-visual
7. Student lockers
8. Moveable student furniture

B. Kitchen - dining - living area is to be about 450 square feet. The three areas are to be open to each other allowing their use for instructional or living purposes and are to be air conditioned. The kitchen floor is to be vinyl asbestos tile. The counter service area is to be designed to allow use of portable appliances such as a

toaster, beater and blender. Also included in the kitchen are the following:

1. One four-burner range with oven
2. One built-in counter dishwasher
3. One refrigerator
4. One sink
5. Kitchen cabinets for storage of utensils, dishes, dry food etc.

The dining-living area is to be carpeted and will include dining and living room furniture set up to encourage the socializing process. The spaces are to be subdivided to reduce noise, add to comfort, and to gain function as auxiliary instructional areas as needed.

C. Bedroom is to be an air-conditioned, carpeted space of approximately 180 square feet. Room is to contain a single bed to be used for instructional purposes. It is to be utilized also as a health room as needed. Locked medical storage

for clients requiring its use is to be provided.

D. Bathrooms will be two separated rooms, backed up to each other to minimize plumbing costs. Each room will contain a toilet, sink and medicine cabinet. A shower and towel racks are to be provided in one of the two bathrooms. The floor is to be ceramic tile. Each room will be approximately 45 square feet and will be air conditioned. Walls are to be water resistant. Paneling is to be used except in the shower area. Rooms are to be conveniently located to all spaces.

E. Supervisory Office is to be an interior room of approximately 85 square feet. The room is to be carpeted, air-conditioned and should possess three large, safety wire-glassed windows for visual inspection of the corridor areas. It must be located for easy accessibility of visitors, staff and students.

G. Workshop area of approximately 850 square feet is to be housed in the addition. If the addition is not completed, the workshop will be housed in the classroom. The floor is to be of vinyl tile. The room is to be air-conditioned, and should be adaptable to use as a hobby shop when not in use for production. A work bench equipped with tools such as those typically found in a home is to be provided.

H. Corridors are to be kept to a minimum, using rooms as passageways. Floors are to be carpeted. One corridor wall is to be constructed to house the washer and dryer.

Construction Features

All materials are to be approved by the vocational school as to their installation qualities and consistency with appropriate vocational student learning experiences. They are to be of approved fire resistant construction and conform to all building codes.

Aesthetics; Materials, colors, arrangements, furnishings etc. are to be determined in accordance with general aesthetically acceptable standards. The facility, particularly the living areas, should be pleasant places in which to work, learn and live. The social importance of a satisfying aesthetic environment is universally recognized.

Air conditioning; To allow year round building usage and must have independent area controls.

Alarms; For sonic and heat detection to provide security of life and property.

Carpeting; Where specified, flame retardant to State standards. To improve safety of clients (falls), to reduce maintenance, and to lower noise levels.

Ceilings; To be set at varying heights. To be hung, acoustic tile.

Corridors; To be minimized in favor of classroom and special use spaces.

Darkening shades; Placed in every area where instructional activities demand their use.

Electrical; A building service of 200 amps with a maximum of electrical outlets in each, with safety covers, to realize the full potential of audio-visual materials.

Exits; Two independent egresses must be available from each teaching station. Fire doors should be installed where needed.

Faculty work space; Needed to maximize effectiveness.

Fire extinguishers and blankets; Must be available and easily accessible in workshop and kitchen area.

Heating; Electric heat uniformly supplied with independent controls in each major area.

Insulation; High quality and sufficient to coincide with usage of electric heat.

Lighting; Designed to permit fast, accurate non-tiring and comfortable seeing. Light should be distributed to minimize glare, high spots and dark areas. Classroom to be set at 70 foot candles, workshop at 60 foot-

candles, all other areas at 50 foot candles. Valance and color should be added.

Loading dock; To be multi-functioned. Must include loading platform, stairs and ramp. Ramp to be designed to allow the rolling of heavy items but must also be able to accomodate wheel chair clients. Door to workshop to be garage type.

Relating spaces; Spaces should be related to coordinate program experiences and lessen traffic and noise problems.

Ventilation and humidity; Provision as needed for comfort. Independent controls available in each area.

Walls - interior; To be fire resistant paneling except where otherwise specified. Paneling is to be pre-finished to avoid further costs.

Walls - exterior; To be Texture 1-11 to improve appearance with comparatively low purchase and installation costs.

Windows; Aluminum frames to minimize maintenance. Glass to be lexan to prevent breakage. Number to be kept at a minimum to decrease heat loss.

Premliminary Floor Plan

After an extensive review and on-site inspections of the floor space at the Pauline School by the writer and Mr. Sayrs, a preliminary floor plan was drawn by Mr. Sayrs. (See figure #1, p. 33) The drawing has been approved by all appropriate agencies in Randolph. The writer recognizes that this is the appropriate work and concern of the architect and makes no final assumptions based upon it. The plan is to be used by the architect to better visualize the educational concerns of the owners. The architect is free to use any, all, or no part of the plan in the final drawings as deemed adviseable.

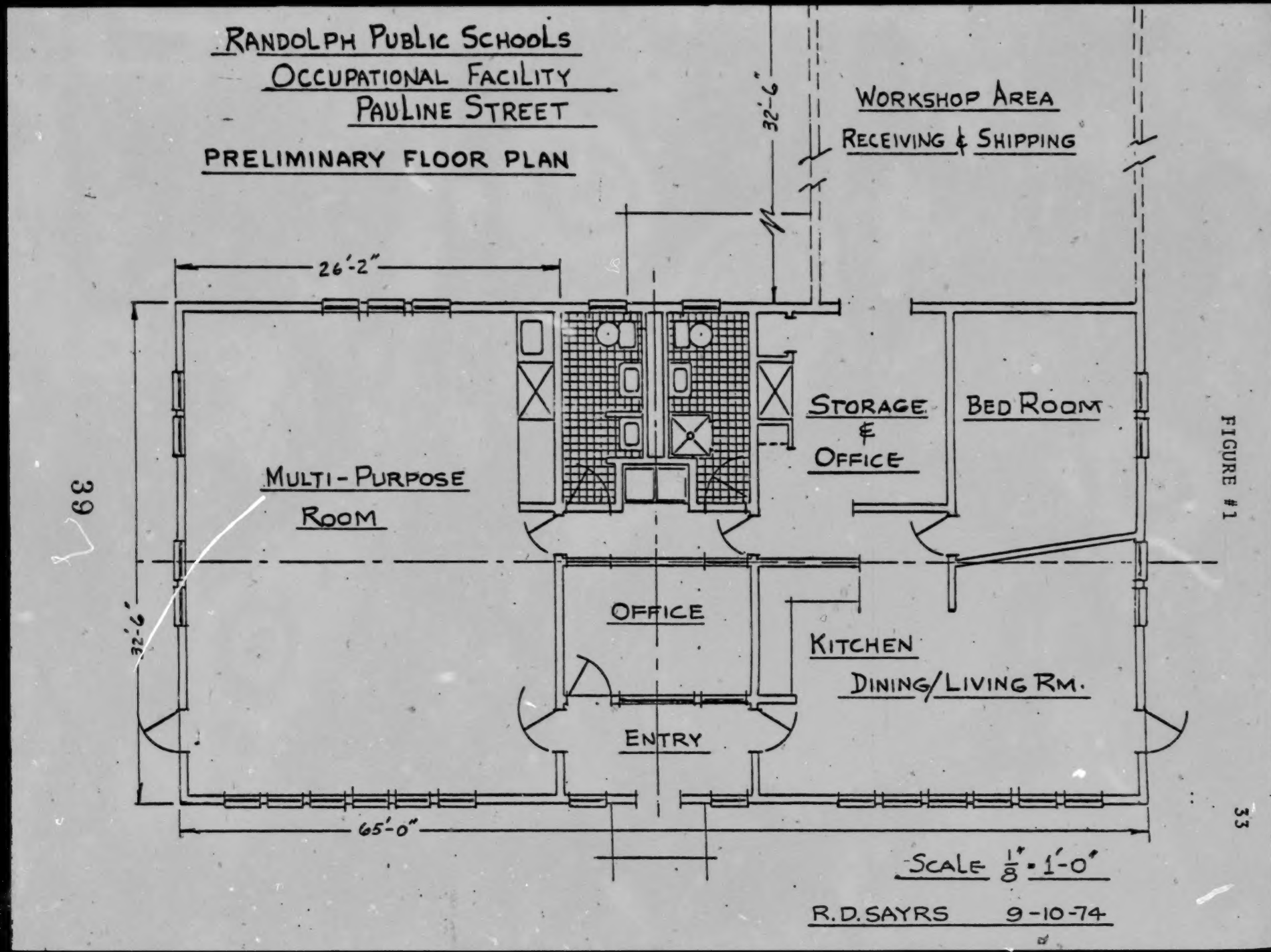
RANDOLPH PUBLIC SCHOOLS
OCCUPATIONAL FACILITY
PAULINE STREET
PRELIMINARY FLOOR PLAN
32'-6"
WORKSHOP AREA
RECEIVING & SHIPPING
26'-2"
STORAGE & OFFICE
BED ROOM
MULTI-PURPOSE ROOM
32'-6"
OFFICE
KITCHEN
DINING/LIVING RM.
ENTRY
65'-0"
SCALE 1/8" = 1'-0"
R.D.SAYRS 9-10-74

FIGURE #1

Special Note to the Architect

A project of this type is unique and cannot be rationalized on a cost basis only. The Project Directors with little initial direct intervention accepted the responsibility to fulfill a need overlooked by government and society at large. The immediate challenge is to complete renovations of the existing structure and construct an addition to it with a minimum of resources. Labor costs for carpentry, electricity, ventilation and heating have been donated by the regional vocational school, with certain restrictions placed upon them. Copies of the restrictions are enclosed and will be strictly enforced. (Appendix F) A maximum architectural effort is needed to design the facility for efficiency, function, comfort and beauty, despite a low budget and other limiting factors.

OBTAINING AN ARCHITECT

It was necessary to submit a set of architectural drawings as part of the application to the Blue Hills Regional Vocational School Committee for acceptance of the Pauline School Project as a student worksite.

Sayrs and Zoino, because of limited funds, decided to attempt to secure free architectural services for this charitable, humanitarian project.

The author, through previous working experience, was aware of other charitable work undertaken by the firm of Tedesco Associates, Architects. In addition, this firm has received contracts for services in Randolph for the construction of schools with a building cost of over nine million dollars.

The Business Manager was instructed by the author to request project assistance from this firm. Edward Tedesco, President, granted this request on a no cost basis.

BUDGET

The initial budget estimate of $20,000 by Sayrs and Zoino proved to be quite accurate. Based upon the educational specifications the architect submitted the following estimated budget in the amount of $18,975 (Appendix G).

Construction Materials

A.	Exterior	
1.	Gutters and downspouts	250.
2.	Wood trim	250.
3.	Polycarbonate existing windows	1,050.
4.	Outside doors	350.
5.	Stair and ramp railings	400.
6.	Plywood siding (Texture 1-11)	800.
7.	Bituminous concrete	1,400.
8.	Concrete	500.
	Total	5,000.
B.	Interior	
1.	Ceilings - acoustic tile	750.
2.	Floor tile	600.
3.	Wall tile	200.
4.	Carpet mat	50.
5.	Interior doors	700.
6.	Wood stud framing	200.

7.	Plywood paneling	1,000.
8.	Chalkboards and tackboards	200.
9.	Wired glass	100.
10.	Interior mill work and wood trim	1,200.
11.	New plaster	150.
12.	Toilet fixtures (small)	50.
	Total	5,200

C. Fixtures

1.	Air conditioners	2,000.
2.	Toilet fixtures, lavatories etc.	1,800
3.	Kitchen fixtures, sink etc.	900.
4.	Dishwasher	350.
5.	Range with oven	350.
6.	Washer and dryer	500.
7.	Service sink	300.
8.	Fluorescent fixtures	1,500.
9.	Incandescent fixtures	150.
	Total	7,850.

Summary

Exterior materials	5,000.
Interior materials	5,200.
Fixtures	7,850.
Contingency	925.
Total	18,975

The budget of $18,975 was approved by the Randolph School Committee to be transferred from existing unemcumbered school committee funds. In order to effect such a transfer it was necessary for the Business Manager to request a transfer from the Town Reserve Fund under General Laws, Chapter 40, Section 6 through the Finance Committee. A petition (Appendix H) was submitted on June 4, 1975 by the Business Manager and was approved by the Finance Committee. Unemcumbered rental and transportation funds from the school budget returned at the end of the school year were more than sufficient to cover the project budget.

The Randolph Rotary Auction, held in 1973 to support the handicapped adults, raised $1,105.73 and was reported by Sayrs and Zoino.[8] The author, an officer in the Rotary Club, persuaded the Board of Directors to repeat the fund raising efforts of the previous year. (Appendix I) The Rotarians worked at a one day auction and again raised over $1,000 to be used for the sheltered workshop. The club

[8]Sayrs et al., op. cit., p. 398.

voted the expenditure of monies to be as directed by the author. This money, held in a separate account, is to be used to complete this project or to purchase equipment as needed.

At the request of the author and upon the recommendation of the Superintendent, the school committee granted assurances of additional monies if needed to complete the project.

ARCHITECTURAL DRAWINGS

Edward J. Tedesco Associates, Inc. of Winchester, Massachusetts, having accepted the request to provide the architectural drawings required as part of the application process for submission of projects to the Blue Hills Regional School Committee, did submit several schematic designs to us for review. Based upon preliminary sketches, Sayrs, Zoino, the Business Manager and the Superintendent of Schools approved the schemes to be used as the basis for the final working drawings.

Final working drawings were sent by the architects to the Business Manager in December of 1974. The drawings entitled, "Alterations to Pauline School for: Adult Occupational Handicapped Workshop", included three principal layouts numbered A-1, A-2 and A-3 and were based upon a scale of one quarter inch to the foot. Drawing A-1 included the floor plan, site plan, and the front elevation. It was professionally gratifying to note that the architects chose to closely follow the preliminary floor plan included in the education specifications to the

architects. A-2 drawing included exterior elevations, interior elevations, typical replacement window elevation and a room finish schedule. The final drawing A-3 was of the proposed addition and included a floor plan, elevation and a typical section of the new addition.

These drawings were approved by Sayrs, Zoino, Superintendent Warren and the Business Manager after study and discussion and were made available for submission as part of the project application to the vocational school committee.

A copy of the drawings was previously submitted to Nova University as part of the Maxi II Practicum Interim Report to the Director.

PROPOSAL TO REGIONAL VOCATIONAL SCHOOL

During the period of negotiations between Zoino, Sayrs and Mr. Robert Nelson, Assistant Director of the Blue Hills Regional Technical School, over the possible renovation of the donated building, it soon became obvious that the technical school staff did not deem that project to be of sufficient merit to warrant acceptance. Initial inquiries over the possibility of renovating the Pauline School and constructing an addition to it were viewed favorably.

After receiving all needed local approvals, previously discussed, an application for project approval signed by Thomas L. Warren, Superintendent of the Randolph Public Schools, was forwarded with appropriate schematic drawings to the Blue Hills Regional Technical School Committee on April 30, 1974. In an accompanying letter (Appendix J) Superintendent Warren stressed the support of the project by the School Committee, Finance Committee, Board of Selectmen and the community at large. He explained that the building had been designed to serve as a pilot

workshop for other towns of moderate size and that the project represented two years of effort to obtain proper housing for the handicapped. On May 6, 1974, a call was received by the author from Mr. William Dwyer, Executive Officer of the Technical School, seeking verbal committments to the project in excess of the written application and a construction materials estimate to insure sufficient funding to complete the project if accepted. All verbal committments possible were accorded by the author to Mr. Dwyer who next stated his satisfaction with the proposal project and his determination to recommend it to the Regional Committee. Upon the request of the author, the Business Manager secured a construction materials estimate from the architects (Appendix K) and sent them to the technical school with a letter (Appendix L) outlining certain work understandings.

The Blue Hills Committee, at its regular meeting of June 4, 1974, approved the Pauline School as one of the major building projects to be undertaken by the Structural Building Department during the school year 1974-75. Final acceptance was based upon two

contingencies. The first was that the school building team could not commence work until late fall of 1974. The second was the granting of a reasonable degree of budget latitude because of possible cost escalation due to project delay or change orders for additional work deemed necessary after alterations commenced. Official notification was received in a letter to Superintendent Warren from William A. Dwyer dated June 20, 1974. (Appendix M) Proper assurances concerning the contingencies were forwarded to the technical school and the project approval was granted.

CONSTRUCTION MATERIALS

Preparation

The budget and the estimated construction materials list served as the outline for the preparation of the final construction materials list. A meeting of the Business Manager, Director of Maintenance, the Construction Superintendent from the Blue Hills School, was convened by the author on November 21, 1974 at the Administration Building in Randolph. The meeting lasted nearly four hours and the following decisions were made concerning construction materials.

A. All non-fixed equipment and carpeting purchases were to be made later in the project based upon available funds. This allowed time for the author and Mr. Sayrs to attempt to secure one time private or governmental funding without hampering the construction schedule.

B. Plumbing supplies, electrical materials, and air-conditioners were to be purchased from vendors of record on Randolph Public School approved bid lists for the year

1974-1975 since nearly all the materials needed are available in this manner. It was decided that the few items not on the list would be purchased using a three vendor quotation process. Since the total of these items was less than the five hundred dollar Town bid requirements, all present were satisfied with the legality of the procedure chosen.

C. Twenty-seven aluminum windows was estimated to replace all the existing windows and for those needed in the addition. Since no bids of record were available and the cost estimated was over $1,500 for this item, it was necessary to place it out on bid. Based upon information previously supplied by the architects (Appendix N), a standard aluminum window size of two feet-eight and seven/eights inches by four feet-one inch was selected.

D. The total list of lumber and related building materials was to be placed on bid.

Construction Materials List

The group having arrived at the decisions mentioned previously, agreed upon the following list for bid:

Quantity	Item
27	Aluminum windows
27	Aluminum screens
1700 feet	Fiberglass insulation, 16 inches by 13 inches
42 sheets	Texture 1-11 wallboard, 4 feet by 10 feet
2200 square feet	Ceiling tile, fiberglass/grid 2 feet by 4 feet
508 linear feet	Shoe and plate, 2 inches by 3 inches
226 pieces	Shoe and plate, 2 inches by 3 inches by 10 feet
128 linear feet	Shoe and plate, 2 inches by 4 inches
66 pieces	Shoe and plate, 2 inches by 4 inches by 10 feet
1 piece	Shoe and plate, 4 inches by 6 inches by 22 feet

3 pieces	Shoe and plate, 4 inches by 6 inches by 10 feet
3 pieces	Shoe and plate, 4 inches by 6 inches by 24 feet
50 pieces	Shoe and plate, 2 inches by 6 inches by 12 feet
50 pieces	Shoe and plate, 2 inches by 8 inches by 12 feet
576 linear feet	Strapping, 1 inch by 3 inches, 12 feet to 16 feet lengths
3	Lally columns, 3 1/2 inches by 10 feet
22 sheets	P.T.S. plywood, 4 feet by 8 feet by 5/8 inch
130 sheets	Paneling, birch colored, pre-finished, 4 feet by 8 feet by 1/4 inch
100 pounds	Nails, number sixteen
100 pounds	Nails, number eight
50 pounds	Nails, finish six penny
50 pounds	Nails, finish eight penny
50 pounds	Nails, galvanized number six common

Bidding and Purchasing

Two separate bids for the workshop labeled B-22 Aluminum Windows (Appendix O) and B-23 Lumber and Building Materials (Appendix P) were developed by the Business Manager, approved by the author, and were advertised in the Randolph Moneysaver on December 18, 1974 under the awarding authority of the Randolph School Committee. (Appendix Q)

The specifications for the windows stated they were to be top-hinged, out-swinging, aluminum awning type similar in quality to Catawba Industrial number P462. The units were to be furnished unglazed, to accept one quarter inch glazing. Screens were to be included. Price was to be F.O.B. Randolph Sheltered Workshop.

The lumber and material specifications were as listed except that the paneling was to be Weyerhauser, Montego Birch or its equal. Quantities were approximate with exact amounts to be determined as the job progressed. Prices were to be F.O.B. Randolph Sheltered Workshop.

Bids for windows and/or lumber were sent to twenty companies. Two companies returned window bids and five companies bid on the lumber and building materials. Bids were publicly opened and read on January 2, 1975 at 2:00 P.M. at the Administration Building, 40 Highland Avenue, Randolph, Massachusetts.

A check of the quality of the materials bid and a review of the responsible and responsive qualities of each bidder led to the recommendation of Boston Sash and Screen for twenty-seven windows and screens and Brooks Contractor Supply Co. for lumber and building materials as needed.

The Randolph School Committee, at its regular meeting of January 8, 1975, awarded the bids as follows: windows and screen, Boston Sash and Screen for $1,917; lumber and building materials, Brooks Contractors Supply as needed. Both awards were to the lowest bidder.

Purchase order number OH-101 was sent to Boston Sash and Screen on January 13, 1975 for the windows. Lumber and building materials have been purchased at various times as the work progressed. The purchases to date are:

Company	Purchase Number	Date	Amount
Brooks Contractor Supply	OH-101	January 10, 1975	4,262.73
Brooks Contractor Supply	OH-103	January 13, 1975	122.40
Brooks Contractor Supply	OH-107	January 16, 1975	108.00
Brooks Contractor Supply	OH-110	January 30, 1975	570.52
Brooks Contractor Supply	OH-113	February 12, 1975	327.30
Brooks Contractor Supply	OH-114	February 13, 1975	192.85
Brooks Contractor Supply	OH-119	March 6, 1975	76.95
Brooks Contractor Supply	OH-121	April 30, 1975	321.72
Brooks Contractor Supply	OH-125	March 28, 1975	1,762.84
Brooks Contractor Supply	OH-128	April 15, 1975	900.00
Brooks Contractor Supply	OH-129	April 15, 1975	250.00
Brooks Contractor Supply	OH-130	April 17, 1975	100.00
Brooks Contractor Supply	OH-132	April 30, 1975	200.00
Brooks Contractor Supply	OH-133	April 30, 1975	12.50
Total lumber and building materials			9,207.81

Purchases of other items have been made. The following is a summary of all purchases to date:

Electrical

Granite City Electric	OH-104	January 16, 1975	402.05
Granite City Electric	OH-105	January 17, 1975	429.09
Granite City Electric	OH-115	February 17, 1975	421.78

Granite City Electric	OH-117	February 26, 1975	314.39
Granite City Electric	OH-118	February 27, 1975	107.80
Granite City Electric	OH-124	March 28, 1975	210.69
Granite City Electric	OH-126	March 28, 1975	11.69
Total electrical supplies			1,897.49
Plumbing			
Mattapan Supply	OH-102	January 13, 1975	196.24
Corcoran Plumbing Supply	OH-106	January 16, 1975	237.35
Corcoran Plumbing Supply	OH-108	January 16, 1975	275.78
Corcoran Plumbing Supply	OH-116	February 21, 1975	52.75
Total plumbing supplies			762.12
Concrete			
Con-Agg Industries	OH-120	March 10, 1975	426.50
Gravel			
A.A. Will Company	OH-123	March 31, 1975	256.00
Locks			
Construction Specialities	OH-127	April 8, 1975	250.00
Air Conditioning			
Sears, Roebuck Company	OH-131	April 25, 1975	1,155.00
General Hardware			
Perkins Hardware	OH-109	January 24, 1975	144.06

Perkins Hardware	OH-111	February 6, 1975	35.00
Perkins Hardware	OH-112	February 10, 1975	87.43
Total general hardware			266.49

Doors

J.C. Adams Door	OH-122	March 30, 1975	379.35
J.C. Adams Door	OH-134	May 2, 1975	440.40
Total doors			819.75

Total purchases have been made in the amount of $16,958 leaving $2,017 unemcumbered from the original budget of $18,975. This amount appears to be adequate to complete the renovation work and substantially to complete the addition. If additional monies are required, contingency funds previously described will be expended.

COMPLIANCE WITH CODES AND REGULATIONS

Construction and fire codes for school construction were carefully followed during this project.

Building Regulations

Construction codes for school buildings are extremely rigid in Massachusetts and are regulated by the Department of Public Safety. Under a new State law which became effective January 1, 1975, the local building inspector became responsible for the enforcement of the State's building codes and regulations. Local Building Inspector Heney met with the Director of Maintenance and the Construction Superintendent prior to the start of the project to review the applicable codes. During the meeting the school department requested that the building be regulated under Section 207.0 construction classification as a Type 4, frame construction and defined as follows:

> "Buildings and structures of frame construction are those in which the exterior walls, bearing walls, partitions, floor and roof construction are constructed wholly or partly of wood stud and joist assemblies with a minimum nominal dimension of two (2) inches, or of other approved combustible materials; with firestopping at all vertical and horizontal draft openings as regulated herein, and in which the structural elements have the required fire resistance ratings specified."[9]

Since the workshop is to house adults, Building Inspector Heney approved the project under Type 4 regulations. This was a significant decision since Type 4 regulations are not as restrictive as Type 6 which are normally required of school buildings.

[9] Building Regulations for Schoolhouses, Massachusetts Department of Public Safety, Board of Schoolhouse Structural Standards, Form B-2, November, 1969.

Fire Regulations

Fire regulations are also defined under Board of Schoolhouse Standards but are regulated locally by the fire department.

After an inspection of the Pauline School, Fire Lieutenant Brewster met with Maintenance Director Cirignano. The following procedures regarding fire safety were outlined, based upon the State standards, local Fire Department Regulations and the standards of the National Fire Protection Association.

A. Smoke and heat detectors will be placed in each room and hallway
B. Fixed rate heat detectors will be placed in all storage areas, closets, loft and/or attic spaces
C. Alarms in the building will be both audible and visual type
D. A standard panel with supervisory and trouble signals will be installed

E. Wet cell storage batteries, on a constant trickle charge will serve as auxiliary power back-up

F. The alarm system will be tied in directly to the fire department

G. Floor plans showing location of detectors and pull stations are to be submitted to the Fire Chief for approval before installation

H. All doors are to be solid core birch with a one and one-half hour fire rating and comply with Class C standards

I. The ceiling is to be of fiberglass composition possessing Class C fire resistant and retardant qualities

J. All paneling must be of Class C rating possessing a one and one-half hour fire rating

Each of the above points regarding fire and safety regulations have been accomplished.

SUPERVISION OF CONSTRUCTION

One of the most important aspects of any construction project is supervision of the actual work. On large projects the owner, in addition to receiving direct supervision from the architect, generally employs a full time resident engineer or clerk of the works, based at the site. This permits checking of each construction aspect and holding the contractor accountable for time schedules, required inspections and tests, quality of materials and workmanship, and certification to the owner that the work is being performed in accordance with the specifications.

Considerations

In this project funds were not available to employ a resident engineer. Full time inspection however, did not appear to be required since the work was being accomplished by an affiliated school without a profit motive. It also did not seem to be fair, nor was it considered necessary to request free project supervision from the architect.

The decision was made to request his assistance only if major problems were encountered.

Having been involved in many other school construction and renovation projects, the author felt competent to assume the responsibility to provide overall project supervision, a decision which was supported by the Superintendent of Schools. The author instructed the Director of Maintenance to make daily job inspections and to regularly report his findings.

Mr. Strumski, Construction Superintendent, assigned by the Blue Hills School proved to be extremely competent and willing to work closely with the Director of Maintenance and the author during the life of the project. This close working relationship has had a synergistic affect and has insured the successful completion of the workshop.

Construction Supervision Reports

This section is a chronological recording of the work which took place on the job during the period from January 6, 1975 to May 9, 1975 and is reported on a weekly basis.

Included in this section are any changes in the project as they were needed. Background related to each of the major decisions in purchasing and/or construction is also presented.

The author made weekly visits to the site and received daily reports. Conferences with the staff involved in the project were frequent, informal and productive. Input from the Construction Supervisor, Director of Maintenance, Business Manager and Mr. Sayrs was of invaluable assistance, however all major decisions were made by the author in his position as Deputy Superintendent of Schools.

This "dairy" of the events of the period of time covered is intended to answer the who, what, where, when and why. It also relates to the question of ongoing (formative) process evaluation.

Week of January 6-10, 1975: A crew of eleven carpentry students and Blue Hills Construction Superintendent Strumski arrived at the Pauline School on Monday, January 6, 1975 to start stripping the plaster from the old walls. Strumski reported the building to

be unheated and without water. Maintenance Department Head Cirignano was directed to correct these problems. A new burner motor was purchased and heat was made available by noon on Tuesday, January 7th.

An inspection of the water problem revealed a blockage in the line entering the school. The Town Water Department rectified this situation and water was made available in the building on Thursday, January 9th.

During the week 55 student work days were completed (11 students times 5 days). All the old plaster and laths were stripped. Several interior walls were removed. Framing of the new rooms and doors was started. Rubbish was removed and the building and site were left clean. No electrical work was started.

The students worked well and without need for discipline, a factor which will not be reported again since no significant problems requiring discipline have arisen to date.

The project is well under way, Strumski and Cirignano appear to be able to work together. The two major problems of heat and water were resolved without incident.

The author was pleased that Strumski was able to work around problems and that Cirignano moved quickly to resolve them. It was also gratifying to observe the quality of work being provided by the students.

Week of January 13-17: Strumski and thirteen students worked a four day week, since Wednesday was a State holiday commemorating Martin Luther King. The students were divided into two work crews; one worked ripping out all the old hot air ducts, the floor in the bathroom area, and cutting the openings for the new plumbing; the other began framing new partitions, started to move old partitions, installed floor joists in the bathroom and placed backing in the walls.

On Tuesday, January 14th, Mr. Hagan, the electricity teacher, and five of his students arrived at the job. During the week the electricity students, based upon estimates worked out in class, picked up the stock required for the initial phases of the work. Installation of the main electrical service panel, and the marking of all of the sockets was completed. Mr. Hagen reported that two other previous assignments were causing him delays in his ability to work on the Pauline School project and that he would be unable to commence the new work until the middle of February. Since the existing wiring was sufficient to allow the carpentry students to continue in their work, it was decided that no insurmountable obstacles would be created by Mr. Hagen's February return. Mr. Strumski was sure that the carpenters could work around this problem. The work week summary showed 52 carpentry student work days and 10 electricity student days. The author again noted Mr. Strumski's ability to work around problems.

Week of January 20-24: No work; crew was assigned to Eliot Street Project in Canton. The Director of Maintenance recommended that the window air conditioners be eliminated in favor of wall mounted units. This idea was approved by the author and resulted in the purchase of smaller, less costly windows.

Week of January 27-31: Strumski and fourteen students returned. Three crews were formed. Crew one removed all the old windows, removed the remaining old floor, began reframing the spaces for new windows and the air conditioners. Crew two continued moving old partitions, framed the bathroom door and walls, placed backing on bathroom walls, framed a closet and began putting down the new plywood on the floors. The third crew worked outdoors ripping off the old exterior wall shingles, replacing them with sheets of texture 1-11 wall boards (T1-11).

Carpentry student work days numbered 68 for the week. Progress was good for the week, no

problems were reported. The Town Building Inspector came in for a check on progress and was satisfied.

Week of February 3-7: Eleven carpentry students working a total of 55 days was noted. No new work was started. Carpentry students continued removing and reframing windows, placing plywood on the floors, and completed framing the bathroom walls.

A suggestion by Mr. Strumski to install a drip edge instead of gutters and downspouts was approved by the author with the resultant savings of two hundred and twenty-five dollars and future maintenance costs for care and repair of gutters.

Week of February 10-14: Fourteen carpentry students reported for work and worked a total of 67 student days. Old work continued on framing and the moving of all old walls was completed. Outside work continued on application of T1-11.

New work included the framing for the shower walls and the installing of urderlayment for wall paneling, bathroom and classroom floors. Preparations for the application of sheetrock were begun. The new windows arrived.

Week of February 17-21: No work - students off for winter vacation.

Week of February 24-28: Work continued on removing and reframing windows on the interior and applying T1-11 on the exterior by eleven students. Installation of insulation started on Thursday in the classroom and Friday in the bathroom.

Mr. Hagen returned to the project with six students. The electricity students installed the electric heat in one room, began installing the wiring for lights installed a temporary telephone and alarm system. The wiring inspector visited the site on Thursday and approved the work completed to that point. The total student work days for the week was carpentry fifty-five and electrical twenty-nine.

Week of March 3-7: Interior carpentry continued with nine students working applying insulation, and sheetrock to the walls. By Wednesday a crew began the work of building kitchen cabinets. The outdoor crew of five finished applying T1-11 to the front

of the building and started installing the new front windows. A drip edge was applied to the top of each exterior wall. The carpentry students were taken on a field trip on Friday.

Electrical work continued with a crew of six students. During the week electric heat was installed in the classroom, hallway and main office. Thermostats were placed in the main office and hallway. Work was started on the final installation of the new service. All main service wiring is to be placed in pipes. Thirty-six carpentry and thirty electrical student work days were recorded.

Week of March 10-14: The electricity students continued work on the main service and wiring of the rooms. On Thursday they ran the ground cable. Six students worked a total of thirty electricity student days.

Carpentry continued installing windows, putting up sheetrock and building kitchen cabinets. New work including taping and compounding the sheetrock in the kitchen and bathroom was started. By Friday the com-

pounding was completed. Paneling of the walls started on Thursday. Sixty student carpentry days were recorded.

Week of March 17-21: The electricity students completed the following; installed a weather head on service connected wires, ran wires and put in an outlet for the range and dryer, installed heat in the bathroom, and added two additional 20 amp circuits. This was accomplished with twenty-nine student electricity work days.

This week the carpentry students began placing forms for the pouring of concrete for the foundation of the addition. Concrete was poured by Con-Agg Industries on Wednesday. By Friday the forms had been removed and the new foundation back filled by the carpentry students.

Interior work continued on paneling and kitchen cabinets. Shiming windows and dressing them to receive paneling was completed. Sixty-five student carpentry days were recorded during the week.

Two plumbers and a maintenance laborer from the school department staff were assigned by Mr. Cirignano to do the necessary plumbing. The three men worked the entire week on the project. Use of school department personnel, one of whom was a Federal CETA employee, represented a significant dollar savings in the project.

Week of March 24-28: Carpentry work for the week included working on paneling around windows, compounding sheetrock, and building the kitchen cabinets. Tuesday and Friday were lost due to Mr. Strumski's absence and the Good Friday holiday. Thirty-six carpentry work days were recorded.

The electricity students were on the job three days and recorded eighteen electricity student days. Electrical work included running temporary wires for lights, remove entire old light wiring, and installing outlets in classroom areas. The school department plumbers worked two days and completed all the plumbing work except the installation of the shower heads and lavatories.

Week of March 31-April 4: Carpentry work on the addition commenced this week with the installation of sills, floor joists and plywood flooring. The flooring was completed and leveled on Friday.

The interior work continued on the paneling and kitchen cabinets. Five electrical students worked two days to disconnect the old oil burner and activate the new electric baseboard heaters. The basement area was rewired and heating was furnished. During an on-site inspection Mr. Strumski recommended the elimination of the garage door in favor of a double door. Since this idea would result in less heat loss in winter and represented a dollar savings in the cost of doors, the author approved the change.

Week of April 7-11: Eleven carpentry students continued interior work on paneling and kitchen cabinets. In the addition shoes were laid out for the walls. Studs were cut and framing begun. Since work was slow for the electricity students, they assisted with carpentry work on the addition. The work week total was eight carpentry days.

The additional carpentry days made a significant advance in the work on the addition. It appears that the addition can be completed and made available for use by September, thereby eliminating the need to use the classroom as a workshop area.

Week of April 14-18: Work is progressing rapidly on the addition. Framing is completed and T1-11 is being installed on the exterior walls. Ceiling joists, rafters and roof jacks are being cut and put in place. Extra supports are being used to support the roof since the addition is to be an entirely opened area with no interior support walls. Roof paneling work has started.

Interior carpentry in the main building is continuing with the hanging of doors, installation of paneling, and completion of the kitchen cabinets.

The no longer needed old chimney was torn down, the roof opening patched, and the floor space covered with plywood. The interior area formerly occupied by

the chimney will serve as the spot for the washer and dryer.

The electrical students changed the classroom thermostats and ran a line for the hood over the kitchen range in two days. The other three days they worked with the carpenters. Eighty-four carpentry student days and twelve electricity student days were completed.

Week of April 21-25: No work because of student Spring vacation.

Week of April 28-May 2: Interior carpentry for the week by the students involved finishing paneling, hanging interior doors and general finishing work. Preparation has begun to hang the acoustic ceiling.

Work on the addition was mainly on the roof installing joists and finishing the roof paneling. T1-11 was placed on the gabled end of the roof. Finish work on the connection between the addition and the main building was completed. The electricians left the job for two days and worked with the carpenters the other three days. A total of seventy-six carpenter days were completed.

Week of May 5-9: During the week fourteen electricity students ran all of the wires to the addition and began placing electrical work boxes and convenience outlets while twelve carpentry students set five windows in the addition, placed casings for all interior and exterior doors, cut and placed kitchen cabinet doors, set the fascia on the addition, set new roof shingles, and applied the marlite walls in the bathroom. Sixty carpentry and seventy electricity work days were recorded.

Weeks of May 12 - June 6: Electrical work in the workshop was completed utilizing two hundred and twenty electricity work days. All carpentry work, including finish, was completed in the renovated section. The addition is complete except for finish work. A total of two hundred and sixty-five carpentry work days was expended.

Weeks of June 16 - August 22: During the student vacation period, three C.E.T.A. employees put down linoleum where specified, insulated the addition walls, built the exterior ramps and loading platform, and completed the project in time for the September opening. Carpeting was installed as required. The project was completed with the purchase and installation of the range, washer, dryer, refrigerator and disposal in time for the September opening.

FUNDING

The process of securing adequate funding has been sufficiently successful to allow the workshop to become a reality. Funds needed to finish renovation of the Pauline School appear adequate. Monies to complete the interior of the addition and to purchase specialized equipment need to be supplemented. Lack of funds in these areas may limit program development to an extent. For this reason, the author and Mr. Sayrs have worked cooperatively, in several ways, to secure additional funding without initial concern for its use.

In general, the principal money sources have been local. Persons attempting to develop a similar project in Massachusetts are advised not to rely on State, Federal or Private Foundations prior to receiving actual dollar commitments.

State

The Commonwealth of Massachusetts, despite efforts of socially responsive legislators, educators and citizens, has to date, been unable adequately to fund mandated or exemplary programs for handicapped citizens.

Machinery does not exist to provide prefunded grant monies to develop new programs for the handicapped. The author was able to secure little information and no financial assistance at the State level despite numerous inquiries.

Sayrs has developed a rational to secure State 50% reimbursement for the operational costs of the program, an accomplishment not considered possible by many.[10] As a result, it is the intention of the author to submit all of the cost of new equipment and construction in this project to the State requesting 50% reimbursement, using the arguments developed by Sayrs.

Federal

A variety of approaches were attempted in order to receive Federal funding for the workshop. Letters to many persons in Washington and to others believed to possess helpful information on Federal funding were sent by Sayrs and the author. (Appendix S) Responses received from Congressman James A. Burke and Senator Edward W. Brook were solicitous but gave little hope

[10]Sayrs, Robert D., op. cit., pp. 39-40

of assistance. Jack G. Duncan, Counsel to the Select Sub-committee on Education for the Congress of the United States and a Nova University National Lecturer on "Resources for Education", recommended contacting Dr. Edwin Martin, Office of Education and Dr. Andrew Adams, Department of Health, Education and Welfare.

On March 25, 1975, the author called Congressman Burke's office and spoke to his assistant Robert Herring concerning ways to reach Dr. Adams and Dr. Martin. Herring stated he would contact them for support of the workshop. On March 26, 1975, Herring called from Washington, requesting more information be sent him by letter supporting our request. A letter sent March 27, 1975 remains unanswered.

The author will continue making reasonable efforts to pursue Federal funding but will make no plans dependent upon them.

Private

Efforts to secure foundation monies during the Maxi I phase and again in the Maxi II phase have not been rewarded. Locally, support for the project has

been received from interested individuals and the Randolph Rotary Club which has raised a total of over two thousand dollars at auctions held in 1973 and 1974. The author and Mr. Sayrs are planning a drive to reach all local service, church and humanitarian groups for monies to purchase workshop furniture and/or equipment. A list of items needed, with prices, will be given to each organization asking them to donate the amount of money needed to purchase the item selected. Proper recognition will be accorded the donor organization.

EVALUATION

The evaluation of this project concerned itself with three elements; the evaluation of the existing building, the evaluation of the renovated building and addition and the final practicum evaluation.

Evaluation of the Existing Structure

Prior to making a decision to renovate an existing structure or to build an addition thereto, it is necessary to answer certain basic questions. Strevell advises us that:

> "A reliable estimate is required of the structural soundness and mechanical and general efficiency for the planned educational program. School sites are particularly important as to location, usefulness and adequacy..."[11]

He also cautions us to avoid uneconomical modernization of an antiquated plant.

[11] Strevell, Wallace H. Ed., Preconstruction Planning for Educational Facilities, Research Bulletin Number 13, Committee on Schoolhouse Planning and Construction, Association of School Business Officials, Chicago, Illinois, 1972, p. 29.

The author outlined and conducted a three part initial assessment.

A building inspection, previously described, was held with members of the Blue Hills Regional School Staff which determined that the building could be renovated and that the project was one which would provide a good learning experience for the students. Since available monies would be sufficient to purchase needed construction materials and equipment and insufficient to provide labor costs, estimated by the architect at approximately $40,000, acceptance of the project by the Blue Hills Committee was absolutely essential to the project.

A more extensive structural inspection was conducted by the architect who rated the building sufficiently structurally sound to merit renovation, and financially feasible, in view of the donation of student labor and construction supervision by the Blue Hills Committee.

The third consideration was the evaluation made by the author to determine if the completed project

would solve the problems outlined. A review of several standard check lists led to the decision to adapt the lists taken from, Evaluative Criteria, Section 8, "School Facilities".[12] The recommended evaluation is based on a four point scale as follows; excellent, good, fair, poor or missing, and not applicable. To this the author has added a fifth consideration indicating if the item could be improved through the project. The rating of the existing structure was as follows:

Item	Rating
A. Site Location	
1. Accessible to the students	Good
2. Accessible to public transportation	Excellent
3. Extent conducive to good health	Fair, improvement possible
4. Educational and cultural characteristics	Poor, improvement possible
5. To what degree does the site promote the program?	Fair, improvement possible
B. Site Characteristics	
1. Relationship of site size to enrollment?	Good
2. Does it provide for workshop activities?	Poor, improvement possible

[12]National Study of Secondary School Evaluation, Evaluative Criteria for the Evaluation of Secondary Schools, Washington, D.C., 1969.

3.	Condition of grounds	Poor, improvement possible
4.	Aesthetic quality of the grounds	Poor, improvement possible
5.	Does the site promote accident-free use by the clients?	Fair, improvement possible
C.	Building	
1.	Exterior appearance	Poor, improvement possible
2.	Interior appearance	Poor, improvement possible
3.	How adequate are the exits?	Fair, improvement possible
4.	Do general building characteristics promote good health?	Poor, improvement possible
5.	Do general building characteristics promote safety?	Poor, improvement possible
6.	How satisfactorily does the building promote community use?	Poor, improvement possible
7.	How satisfactory are the provisions for the handicapped?	Poor, improvement possible
8.	How adequate is the illumination?	Poor, improvement possible
9.	How adequate is the ventilation?	Poor, improvement possible
10.	How adequate is the heating plant?	Poor, improvement possible
11.	How adequate are the drinking facilities?	Poor, improvement possible
12.	How adequate are the toilets?	Poor, improvement possible

13.	How adequate is the lavatory?	Poor, improvement possible
14.	How adequate is the fire alarm system?	Poor, improvement possible
15.	How adequate are the storage facilities?	Poor, improvement possible
16.	How adequate are the available spaces for program development?	Excellent
17.	How adequate is the office space?	Poor, improvement possible
18.	How adequate is the health space?	Poor, improvement possible

A summative judgement to conduct the project was the result of this assessment.

Evaluation of the Renovated Building and Addition

This self evaluation was conducted on May 9, 1975 using the same criteria outlined in the evaluation of the existing building. The identical criteria were selected since it would serve as a check on the renovated structure and would also allow a comparison to be made with the building as it existed before the project was developed. Although the project is not completed, the author for purposes of this report,

will take the liberty of assessing the structure as it stands to date giving credit for items unfinished.

The rating follows:

Item	Rating
A. Site Location	
1. Accessible to the students	Good
2. Accessible to public transportation	Excellent
3. Extent conducive to good health	Good
4. Educational and cultural characteristics	Good
5. To what degree does the site promote the program?	Good
B. Site Characteristics	
1. Relationship of site size to enrollment	Good
2. Does it provide for workshop activities?	Excellent to good
3. Condition of grounds	Good
4. Aesthetic quality of the grounds	Good
5. Does the site promote accident-free use by the clients?	Excellent to good
C. Building	
1. Exterior appearance	Excellent to good
2. Interior appearance	Excellent
3. How adequate are the exits?	Excellent

4.	Do general building characteristics promote good health?	Excellent
5.	Do general building characteristics promote safety?	Good
6.	How satisfactorily does the building promote community use?	Fair
7.	How satisfactory are the provisions for the handicapped?	Excellent
8.	How adequate is the illumination?	Excellent
9.	How adequate is the ventilation?	Good
10.	How adequate is the heating plant?	Excellent
11.	How adequate are the drinking facilities?	Excellent
12.	How adequate are the toilets?	Excellent
13.	How adequate is the lavatory?	Excellent
14.	How adequate is the fire alarm system?	Excellent
15.	How adequate are the storage facilities?	Good
16.	How adequate are the available spaces for program development?	Excellent
17.	How adequate is the office space?	Good
18.	How adequate is the health space	Good

The State Department of Education, Regional Educational Specialist has visited the site on two occasions. He has agreed to serve as a practicum reviewer and in addition, has agreed to assess the building

based upon the established criteria. A final inspection was held on Thursday, September 11, 1976 and the following is a summary of his findings:

Item	Rating
A. Site Location	
1. Accessible to the students	Good
2. Accessible to public transportation	Excellent
3. Extent conducive to good health	Excellent
4. Educational and cultural characteristics	Good
5. To what degree does the site promote the program?	Good to excellent
B. Site Characteristics	
1. Relationship of site size to enrollment	Good
2. Does it provide for workshop activities?	Good
3. Condition of grounds	Excellent
4. Aesthetic quality of the grounds	Good
5. Does the site promote accident-free use by the clients?	Good
C. Building	
1. Exterior appearance	Excellent
2. Interior appearance	Excellent
3. How adequate are the exits?	Good
4. Do general building characteristics promote good health?	Excellent
5. Do general building characteristics promote safety?	Good

6.	How satisfactorily does the building promote community use?	Fair
7.	How satisfactory are the provisions for the handicapped?	Excellent
8.	How adequate is the illumination?	Excellent
9.	How adequate is the ventilation?	Good
10.	How adequate is the heating plant?	Excellent
11.	How adequate are the drinking facilities?	Excellent
12.	How adequate are the toilets?	Excellent
13.	How adequate is the lavatory?	Excellent
14.	How adequate is the fire alarm system?	Excellent
15.	How adequate are the storage facilities?	Good
16.	How adequate are the available spaces for program development?	Excellent
17.	How adequate is the office space?	Good
18.	How adequate is the health space?	Good

In conclusion, the building assessments by the Department of Education's specialist was consistent with those of the author.

Practicum Evaluation

The goal of this practicum was to acquire, renovate and construct an addition to a building to house the sheltered workshop for moderately retarded adults previously reported.

The Pauline School has been acquired by school committee vote to be reassigned for use as a sheltered workshop.

Renovation of the building is completed.

The interim practicum progress report to Director Kaylin stated,

> "The additional costs for new fixtures, air-conditioning, a new electric heating system, new roof, and new vandal resistant windows (lexan) together with inflation will preclude the construction of the addition during the time span covered by this practicum."

This assessment proved too pessimistic since all of the items listed above were purchased or completed. The project, as originally envisioned, is a reality having been completed by August 22, 1976.

The target date for the building opening set for September, 1975, was accomplished. The author states successful completion of Maxi II Practicum as contracted.

With the commencement of operation in the new facility, the problems which led to its coming into existence have been resolved.

Floor space in the new facility of approximately 2910 square feet is sufficient to allow the teaching of the life, social, occupational and academic skills objectives. This contrasts to the 900 square feet of the present high school area used as a workshop. The new facility includes specialized areas such as a kitchen, bedroom and other spaces designed to achieve the expanded program goals developed by Sayrs. Expansion of the enrollment is now possible and enhances the workshop's objective of making services available on a regional basis.

The building, located within short walking distance of public transportation, affords the staff the opportunity to conduct a program designed to improve client mobility.

Independent housing eliminates the concern of the parents of the clients and the regular elementary childrens' parents regarding the psychological and social effects of the groups upon each other.

DISSEMINATION OF INFORMATION

The Maxi I practicum completed by Robert D. Sayrs and this author, together with the two individual Maxi II projects developed by them, must, of their very nature, be looked upon as one sustained effort to provide services for an imperceptible population; the moderately retarded adults of the community. Costs including mailing, printing, staff time etc., make it impractical to disseminate information independently. Those receiving the information will be better advised if all materials concerning the program and facility are received together.

A pamphlet and guidelines[13] prepared by Sayrs, are being printed by the clients in the vocational graphic arts shop of Randolph High School. A third pamphlet, being prepared by the author describing the facility, will complete the packet of information to be disseminated. The building pamphlet will include acknowledgements, costs, building highlights, floor plans, funding and general construction information. The two pamphlets will be mailed to all

[13]Sayrs, op. cit., pp. 93-98

school systems in the Commonwealth, to advocacy groups, and will be available for general distribution to the community. Those desiring further information will be sent copies of the guidelines and will be invited to inspect the facility if they desire.

If further publication of the practicum report is merited, the author is prepared to rewrite or revise as advised.

Author's Note: Mr. John A. Geovanis, Educational Specialist for the State Department of Education, after reading the initial draft of the Maxi II Practicum Report, indicated his willingness to assist the author and Mr. Sayrs in the dissemination of information. It was his feeling that the building and the program were exemplary and requested that they be made available to demonstrate to other communities what can be done to assist the moderate mentally retarded population. We are pleased to be able to comply with his request.

SIGNIFICANCE OF PROJECT

A list of rewarding accomplishments has been realized as a result of this practicum. The most important is that the moderately mentally retarded adults of the Randolph area have been provided with a permanent facility designed specifically to conduct programs which enhance their growth in dignity and as producing human beings.

The facility, located as it is near Main Street, makes it possible to teach the clients travel skills, an ability if acquired, which would effect profound changes in their life styles.

Expansion in the area of social growth is more feasible in this building since it contains areas which make possible the planning and cooking of meals, hobby development, social evenings of dancing, singing, games, music listening, movies and many similar activities.

The building, which was an eyesore, has been dramatically improved in appearance and has increased in value with the resulting uplifting of the entire

neighborhood. At a cost of approximately $20,000, a building described by the Blue Hills staff as a "basket case", is now valued at over $80,000 dollars.

The Blue Hills students were provided a learning station to practice their work skills in carpentry and electricity, and at the same time given an opportunity to serve the community in a humanitarian endeavor.

Another important outcome was the proof that a community, if it unites, can solve its own problems. Local resources, together with people of determination and proper direction, possess a tremendous potential to provide solutions to local problems.

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NO. RANDOLPH HARDWARE CO., INC.

PUBLIC SCHOOLS RECEIVED '74 MAR 6 AM 11:01

1169 North Main Street
North Randolph, Mass. 02368
963-5100

March 5, 1974

Board of Selectmen
Town of Randolph,
Randolph, Mass., 02368

Gentlemen;

This is to inform your Board that the offer I have made to the Randolph School Department has to acted upon immediately for the removal of the property located at 1141-1143 No. Main Street to School Department Property. I have been informed by the South Shore National Bank property officer that unless he has a definite answer in the next few days, he will raze the building at the above location. I trust that the above action will be acted upon at once.

Very truly yours,
Herbert A. White

C. A. CROCKETT

Welding and Repair

Title Attached Building ?

317 NORTH STREET
RANDOLPH, MASSACHUSETTS 02368

963-3635

March 18, 1974

To whom it may concern, this is an estimate for moving the house on North Main Street by the Auto Parts store to the Pauline Street School grounds, for the sum of Five Thousand Dollars ($5000)

Thanking You

C.A. Crockett

BROCKTON DAILY ENTERPRISE—TUESDAY, FEBRUARY

RANDOLPH

Albert Willis, 963-6091; Dionne Bell, 963-5847

Plan to Relocate House to Retrain Handicapped Favored by Selectmen

RANDOLPH — Acommunity project to to bring training and self-reliance to handicapped persons was brought before the selectmen Monday night by members of the School Committee and Supt. Thomas Warren.

John Callahan, school committeeman, told of a plan to relocate a 10 room house which can be acquired for $1 in North Randolph to a site on school property between the high school and Stetson School and to renovate it for a maximum of $20,000.

Now located in the Tower Hill School, the proposed Occupational Workshop, Inc., which has 15 people presently enrolled, would move to the new location where they would have the necessary room to expand their program and take on additional sub-contracts to help the handicappped to learn to be self-sufficient.

Stressing the need for expanding the present program, Supt. Warren said: "Adults are now sitting at home and regressing."

Students of the Blue Hills Regional and Vocational Technical School would be responsible for the renovation program at a great saving to the town, Callahan said. He estimated that the completed building would have a replacement value of $55,000 to which the town would retain title.

After conferring with Town Accountant Henry Lowd, Supt. Warren agreed to request a transfer of funds from the Reserve Fund and to check all unexpended balances in school department accounts.

The final test will come when the matter is presented to voters at a special town meeting which is being planned within the annual town meeting in March.

Correspondent: Mrs. Kathleen T. Murphy, 963-2033

School Board Seeks $20,000 To Buy Facility For Handicapped

RANDOLPH — The school committee will seek the transfer of $20,000 from the town's reserve fund account to enable them to take advantage of an offer made to them for the purchase of a 10-room, two-story house, which they hope to utilize as the site for educating the town's handicapped adults.

Committee members, accompanied by School Supt. Thomas L. Warren; John Sayres, director of special education, and Mrs. Patricia Sinclair, president of the Randolph Occupational Work Shop, Inc., outlined their proposed plans for the moving of the house from its present location in North Randolph to an area adjacent to the Stetson School on South Main Street, which is owned by the town.

Although the building has been offered to the committee for the sum of $1 by Herbert White, chairman of the Randolph Business Industrial Commission, between $15,000 and $20,000 will be required for transporting the building, erecting a new foundation and renovations that will be required to the building.

According to Mr. Warren, the land presently occupied by the building will be the site of a new bank in North Randolph and, unless Mr. White's offer is accepted within the next few weeks, the building will be razed.

Committee members felt it better for the town to purchase the building and, if the requested funds are approved for transfer and the work completed, the school committee will fund the actual operation of the building and provide teachers.

According to committee member John T. Callahan Jr., "In this way, and if for any reason the program should fail in the future, the title to the building would revert back to the town and, because of the location ... so close to the center of town, would be very useful for the location of town offices."

Mr. Warren said the funds were not included in the school department budget because of the lateness of the offer, and added they would not be covered under Chapter 874.

"Unfortunately, handicapped adults are now sitting at home and regressing after having completed their education as youngsters ... this is extremely unfortunate because they can be very productive citizens." He said "we would really like to see this become a community affair ... it should be a moral obligation."

In an attempt to reduce the sought-for $20,000 transfer, school committee members, at the suggestion of selectmen, will study their budget in an attempt to locate unexpended funds.

Mrs. Sinclair said she feels if the request is granted, "it definitely will become a community affair ... there are a lot of students in the high school and at the Blue Hills Regional Vocational School who are very anxious to help out ... they want to see it get started so they can really pitch in by helping in the renovations to the building."

Although finance committee chairman Alvin Yorra was not present at the meeting, he was informed of the request yesterday by Henry Lowd, executive secretary to the selectmen, and town accountant.

Mr. Yorra said although there are funds in the reserve account, "by law, these are limited only to unforeseen emergencies. Whether this would be considered to be an 'unforeseen emergency' is something that will have to be looked into further ... I was just informed of the request today and have not discussed it with the school committee.

"If it is not deemed as an 'unforeseen emergency', then it will have to go to the town meeting for a vote," said Mr. Yorra.

may 13

RANDOLPH

Correspondent: Mrs. Kathleen T. Murphy, 963-2032

Progress Slow In Obtaining Workshop Site

RANDOLPH — The progress of the Randolph Occupational Workshop Inc., in their attempt to secure a suitable location for their class of 16 emotionally handicapped adults, appears to be "constantly taking one step forward then two steps behind," according to Mrs. Patricia Sinclair, president.

Mrs. Sinclair said a Rotary sponsored auction held Saturday was "very successful". Funds realized will be added to last year's proceeds and will be used for the purchase of special equipment such as sewing machines and kiln ceramics. However, Mrs. Sinclair said the program took "a very disappointing turn," recently.

The class is presently housed in Tower Hill School and must vacate Sept. 1 when new laws regarding handicapped students take effect.

Hopes of refurbishing Pauline Street School with funds originally approved by the finance committee earlier this year have vanished with the revocation of the funds by the committee.

The sum of $20,000 was originally approved to move a house, offered for sale to the town for one dollar by Herbert White, Chairman of the Business and Industrial Commission, from it's location in North Randolph to an area adjacent to the Stetson School on South Main St. where a new foundation was to be constructed.

It was later determined the move would necessitate the disruption of utilities to residences. It was felt it would be more feasible to move the house to the Pauline Street site. The school is presently used as a maintenance storage area by the school department.

Plans included removing a portion of the existing building and joining the two structures. That plan was abandoned when it was determined additional gained space would not sufficiently warrant a $20,000 expenditure.

It was then planned to use the $20,000 to refurbish the Pauline Street School to make it suitable for occupancy by the workshop.

Mrs. Sinclair said yesterday she has been informed the money will not be available for that purpose.

"We're too far along on this to stop now and we'll not give up in our quest for suitable housing for these students," she said. "If the Blue Hills regional school is agreeable to undertaking this project we will go back to the finance committe and attempt to get the money back," said Mrs. Sinclair.

APPENDIX D

April 26, 1974

Mr. Herbert A. White
1169 North Main Street
North Randolph, Massachusetts 02368

Dear Mr. White:

Please be advised that the Randolph School Committee at its meeting of April 22, 1974 voted not to accept your most generous offer for the building located at 1141 North Main Street. The decision of the School Committee was based on an architectural report which indicated that the amount of square footage which would be available after the necessary adjustments and modifications to the building, were insufficient in contrast to the costs.

We have been in consultation with Mr. Henry Lowd, Executive Secretary for the Randolph Board of Selectmen, and he has advised us that the Board of Selectmen have also taken the same position and voted not to accept the building, based upon the recommendation of the School Department.

Although we were unable to utilize your generous offer, it might be interesting to you to know that as a result of it we looked into several other alternatives, one of which will prove most helpful to fostering the aims of the adult mentally retarded citizens of Randolph. As you can see, all is not for naught, and through your kind efforts a problem has been solved.

Very truly yours,

Thomas L. Warren,
Superintendent of Schools

c.c. Henry L. Lowd, Executive Secretary
A. Richard Anderson, School Committee Chairman
Alvin Yorra, Finance Committee
Mrs. Patricia Sinclair

APPENDIX E

RANDOLPH PUBLIC SCHOOLS
AUXILIARY PUPIL SERVICES
MEMORIAL DRIVE
RANDOLPH, MASS. 02363

March 29, 1974

Mr. Michael Moriarty, Director
Division of Special Education
182 Tremont Street
Boston, Mass. 02111

Dear Mr. Moriarty:

We have been donated a two deck dwelling approximately 24' x 40' to be used in conjunction with our sheltered workshop for the severely retarded.

It is to be moved from its present location and placed as a wing of the Pauline Street School.

The facility will provide "living-learning" space with kitchen, bedroom, dining room, bath, storage and office areas for the program.

Tedesco Associates has been hired to draw plans for attaching the two buildings. Refurbishing and interior alterations are to be done by students of the Blue Hills Regional Vocational School.

A sketch is attached for your information.

Both buildings have been inspected and are acceptable by various concerned municipal departments.

Approval is requested from your department for the moving and subsequent use as a workshop facility.

Sincerely yours,

Robert D. Sayrs, Director
Auxiliary Pupil Services

RDS:mml
Encl.

SPEED MEMO

105

THIS FORM IS USED TO SPEED TRANSMISSION OF INFORMATION. REPLY MAY BE TYPED OR WRITTEN TO AVOID DELAY.

TO: Randolph Public Schools

Robert D. Sayrs

FROM: Herbert A. White
NO. RANDOLPH HARDWARE CO. INC.
1169 NO. MAIN STREET
NO. RANDOLPH, MASS. 02368

Area Code 617—963-5100

SUBJECT Removal of Buildings 1143 1149 No. Main St. for School use.

DATE Feb. 7, 1974

MESSAGE

Dear Mr. Sayrs;

Please be advised that the South Shore National Bank is ready to apply for a permit to start construction of the new bank building. I must advise you that they will start as soon as a permit is issued from the Town of Randolph, They have advised me that unless they have a definite commitment from the School Dept. within the next two weeks as to when the buildings will be removed. I qoute from the man in charge of construction" we will not be held up one day further than we have to as we have been on this new branch for one year" and the costs are mounting. I am sorry to say that unless the school dept. cuts all of the red tape in a hurry you will lose these buildings, and at todays cost of building, you will never duplicate this offer. You have one advantage that may slow the bank construction Snow, they may be held up because of the weather.

SIGNED Herbert A. White

REPLY

Herbert A. White
Keystone Hardware Co. Inc.
1169 NORTH MAIN STREET
NORTH RANDOLPH, MASS. 02368

RANDOLPH, MA
FEB
M
1974
02368

Rec 2/14/74

School

Town of Randolph
School Dept.
Memorial Parkway
Randolph, Mass., 02368

Robert D. Sayrs

RANDOLPH PUBLIC SCHOOLS
ADMINISTRATION BUILDING
40 Highland Avenue
RANDOLPH, MASSACHUSETTS 02368

THOMAS L. WARREN
SUPERINTENDENT

JOHN E. ZOINO
ASSISTANT SUPERINTENDENT

March 6, 1974

Mr. Henry L. Lowd
Executive Secretary
Town Hall
Randolph, Mass. 02368

Dear Mr. Lowd:

In consideration of the possibility of a building now located in North Randolph being moved on to land bordering the Stetson School, we would first of all like to point out that the Town Counsel has advised that the building should first be accepted by the Board of Selectmen. The School Committee is willing to accept the responsibility for the running of the proposed program for the workshop for the adult handicapped, and the building inspector has OK'd the building as being sound. However, in exploring the entire matter and possibility of moving the building, it becomes apparent that a great deal is involved, particularly in the clearing of the highway of all utility wires.

It seems imperative, therefore, that the Board of Selectmen, perhaps through yourself, call a meeting in the immediate future of all concerned groups; namely, fire and police departments, New England Telephone Company, Massachusetts Electric Co., the building inspector, water and sewer departments, Board of Selectmen, Randolph School Committee, and the Randolph Occupational Workshop, Inc.

I am aware that this places a great responsibility upon you, particularly in view of the fact that I am well aware that you are extremely busy in your preparation for the annual town meeting, and so if the Board of Selectmen direct you to call such a meeting, we will be happy to cooperate with you in any way to facilitate the notifications and arrangements for the meeting.

We await a further communication from you.

Yours truly,

Thomas L Warren

Thomas L. Warren
Superintendent of Schools

TLW/d

TELEPHONE 823-0800

TOWN OF RANDOLPH, MASSACHUSETTS
OFFICE OF TOWN COUNSEL
28 STATE STREET
BOSTON, MASSACHUSETTS 02109

WILLIAM J. CARR
TOWN COUNSEL

RANDOLPH PUBLIC SCHOOLS RECEIVED
'74 FEB 1 AM 9:16

107

Copies To ✓
RE Cahir.
R. Sears
2/1/74

January 30, 1974

Thomas L. Warren, Superintendent
Randolph Public Schools
40 Highland Avenue
Randolph, Massachusetts 02368

Dear Sir:

With reference to your letter of January 25, 1974, and the questions contained therein, please be advised as follows:

1. Carey contract - I know of no method of a municipality breaking an existing contract.

2. Programs for adults - I would suggest that the building be given to the Town prior to the same being moved so that there is no question about funds being expended for public purposes, or in leiu thereof that it be transferred to the Town on a long lease basis for nominal consideration.

3. Blue Cross - Blue Shield while on workingmen's compensation - a person who is on workingmen's compensation is still deemed to be an employee, and therefore eligible for Blue Cross and Blue Shield benefits under an existing claim.

Very truly yours,

Town Counsel

WJC:MLM

The Commonwealth of Massachusetts
Department of Education
DIVISION OF SPECIAL EDUCATION
182 Fremont Street, Boston, 02111

JOSEPH P. RICE, Ph.D.
Associate Commissioner

April 24, 1974

Robert D. Sayrs, Director
Auxiliary Pupil Services
Randolph Public Schools
Memorial Parkway
Randolph, Mass. 02368

Dear Mr. Sayrs:

I have discussed your March 29, 1974 letter with Elton Smith of the Division of School Building Assistance. He has informed me that no approval is necessary from this Department to move the building.

As far as its use as a workshop facility Mr. Henry Owen Regional Special Education Director, of this Bureau should be contacted. Mr. Owen or a member of his staff will visit the facility and advise you of its suitability and approvability as a workshop.

Thank you for your continued cooperation.

Sincerely,

Michael V. Moriarty, Director
Bureau of Special Education
Intervention

cc: Henry Owen

MVM/dt

BLUE HILLS REGIONAL TECHNICAL SCHOOL DISTRICT
100 Randolph Street
Canton, MA 02021

N E W S R E L E A S E

FOR IMMEDIATE RELEASE

The Blue Hills Regional Technical School District Committee announced at their recent meeting that applications are now being accepted for residential FULL HOUSE CONSTRUCTION PROJECTS. Applications will be restricted to residents of the towns of AVON, BRAINTREE, CANTON, HOLBROOK, NORWOOD, RANDOLPH, and WESTWOOD.

Residents of the District interested in applying for such projects are urged to contact the Regional School by calling 828-5800 and requesting an application form. The application form should be completed and returned to the District Office before June 15, 1973. Applications will be registered by the date of postmark. After careful evaluation of all applications, the District School Committee will notify each applicant of the final decision regarding all applications.

The following policy concerning residential construction is outlined for the convenience of all residents of the District:

1. Projects for District Towns will be given first consideration. Second consideration will be given projects for private homes within the District to be occupied by the resident applicant. No work will be considered for rental units, profit or non-profit organizations.

2. All work must provide some phase of, and be directly related to, the curriculum requirements of the students involved in the training program.

3. Insofar as possible all work will be coordinated as closely as practical to the scheduled related school instruction. Scheduling of all work will also be governed by existing class schedules.

4. Applications for construction projects will be reviewed and discussed with the Heads of the Departments involved and acceptable projects will then be presented to the District Committee for complete evaluation and appropriate action.

5. All necessary insurance costs are to be borne by the applicant. A certificate of such insurance must be presented before the development of the project.

6. The applicant must have been a resident of the District for at least five (5) years.

7. The applicant must own and have a clear title to the land.

8. Acceptable evidence from a recognized credit institution and a building supply company must be fur-

nished by the applicant indicating financial ability for completion of the project. It is further understood that a minimal service charge for materials and pupil transportation supplied by the school in order to expedite the project will be paid for by the applicant. This charge will be based on a ratio of 5% of all material costs utilized by the school construction service. Cost of materials and supplies are to be paid by the project applicant. Specifications and material lists will be provided by the Building Department of the School in accordance with the specifications outlined in the Master Plan. It will be the responsibility of the applicant to insure convenient delivery of materials to the project site in ample time to expedite each phase of construction.

9. A statement must be signed showing that it is not the intent of the applicant, except of necessity, to sell the house within a period of five years. Should such an emergency arise, the District Committee must agree to this action.

10. It must be agreed by the applicant, that all work subscribed to by the school will be done by the students. Other (sub-contract) work must be scheduled

and completed to conform to the work schedule of the school. Such work will be the responsibility of the owner but in coordination with the school's building schedule.

11. The applicant must agree to sign all copies of the original plans and once the final plans have received written approval of the Superintendent-Director of the school, any changes in these documents must have the prior and written approval of the Superintendent-Director. Significant alterations with prior approval will require written approval of the financing institution.

12. The applicant is to furnish the school with three sets of blueprints, specifications and plot plans produced by a registered architect or from a commercially available source. One copy of such data is to be furnished with the application.

13. The applicant must obtain the required building permits and arrange for such inspections demanded. All building codes and ordinances must be compiled with.

14. All material and supplies must be to the specifications. Any changes must be made in writing to the

Superintendent-Director of the school. Delivery of materials and supplies must be made so as to allow construction to the school schedule. Water, power, temporary heat, plumbing, and temporary lavatory facilities are to be furnished by the applicant as required.

15. The applicant must be available for consultation at the site or school, at such times as mutually agreed upon, to expedite the work. The owner is to inspect the work as it progresses so that the work is satisfactory to both parties.

16. The owner must agree that a Public Open House, properly supervised, is to be allowed following completion of a building project.

17. The applicant must agree that he will provide certified and licensed sub-contractors for all supplementary work as necessary to complete the building project. Under no conditions may the owner perform any of the sub-contracting work himself without express approval of the Superintendent-Director of the school. Such sub-contracting work will include heating, plumbing, masonry, electricity, plastering, dry wall construction, foundation work, and site work.

EDWARD J. TEDESCO ASSOCIATES, INC. · ARCHITECTS

48 MOUNT VERNON STREET
WINCHESTER, MASSACHUSETTS 01890
TELEPHONE 617—729-7260

EDWARD J. TEDESCO A.I.A.
A. RICHARD BROOKS A.I.A.
E. J. REMPELAKIS A.I.A.
FRANK P. ORLANDO A.I.A.
S. J. SHILENSKY A.I.A.

May 6, 1974

Mr. Richard Coburn, Business Manager
School Administration Building
70 Highland Ave.
Randolph, Mass.

Re: Alterations to Pauline Street School for: Adult Accupational Handicapped Work Shop, Randolph, Mass.

Dear Dick,

I am enclosing a Construction Materials Estimate for the subject project. You will note that with the contingency factor the sum of $18,975 approaches very closely the $20,000 appropriation. Generally, as a rule of thumb the total cost is double the materials cost, allowing for labor. Some items such as the bituminous concrete paving and concrete stairs and ramps will probably have to be done by private contractors and thus the budget for these items should be doubled. Also some of the kitchen appliances may already be purchased and these items could be deucted from the budget.

I hope that this data will be helpful in your pursuit of the construction of this project, for it certainly is for a good cause.

Yours very truly,

Emanuel

E. J. Rempelakis

EJR:es

Enclosure

May 7/5/

REQUEST FOR TRANSFER FROM THE RESERVE FUND DATE 6-4-74

DEPT. School CONTACT Richard E. Coburn TEL. 963-7800

1. In accordance with Chapter 40, Section 6, I hereby request that the sum of $ 18,975 be transferred from the Reserve Fund to the * account of this Department Budget. The amount listed will be expended only for the specific purpose listed:

*Alterations, reconstruction and refurbishing of Adult Occupational Handicapped Workshop - Pauline Street. A) Exterior materials $5,000 B) Interior materials $5,200 C) Fixtures $7,850 D) Contingency $925.

2. I certify that this request is:
   (a) of an emergency nature X
   (b) was unforseen on date Budget was submitted to printer X
   (c) that no funds in excess of Appropriation have been expended for this purpose to date X

   I believe this request is justified for the following reason(s):

Provides space for implementation of Adult Occupational Handicapped Workshop Program.

3. A detailed listing of all expenditures to date, under the account from which request is being made is as follows:

Original Appropriation	0.00	
Expenditures to date	0.00	
Balance of account	0.00	

Attach or list copy of Accountant's expenditure card, annotated to show purpose of each expenditure.

RANDOLPH ROTARY CLUB

MEETS WEDNESDAY AT 12:15 AT HOLIDAY INN
CLUB NO. 2751 - ORGANIZED MAY 16, 1931

Dear Friends,

The Randolph Rotary Club will hold an AUCTION on Saturday, May 19th in the parking lot of the South Shore National Bank, (North Main Street at junction of Route 139). This AUCTION is to benefit the Randolph Occupational Facility for Handicapped Adults.

Assistance, through the Randolph Public Schools, is available to the young handicapped through age twenty-one. The Randolph Rotary Club will donate the earnings of the AUCTION to aid and develop a continuing program for those outgrowing the school program.

Will you please help us by donating new or used items for our Auction. We'll happily pick up these donations. Just call
963-1398 - Monday thru Friday 9 AM to 4:30 PM
963-7070 - Monday thru Saturday 9AM to 9PM

Please be sure to be at the AUCTION on Saturday, May 19.

Help us help the Handicapped people who are trying to make their lives more complete. Thank you for your cooperation.

Rotarily yours,

MEMBERS OF THE
RANDOLPH ROTARY CLUB

SERVICE ABOVE SELF

THE FOUR-WAY TEST
of things we think, say or do:

1. **Is it the TRUTH?**
2. **Is it FAIR to all concerned?**
3. **Will it build GOODWILL and BETTER FRIENDSHIPS?**
4. **Will it be BENEFICIAL to all concerned?**

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RANDOLPH PUBLIC SCHOOLS
ADMINISTRATION BUILDING
40 Highland Avenue
RANDOLPH, MASSACHUSETTS 02368

THOMAS L. WARREN
SUPERINTENDENT

JOHN E. ZOINO
ASSISTANT SUPERINTENDENT

April 30, 1974

Mr. William A. Dwyer
Superintendent-Director
Blue Hills Regional Vocational-
Technical High School
100 Randolph Street
Canton, Mass. 02021

Dear Mr. Dwyer:

Forwarded herewith are application forms and architectural drawings for renovation and addition to the Pauline Street School.

This building is to house a sheltered workshop program which has been designed to serve as a pilot for other towns of moderate size in the State. The project will demonstrate the feasibility of such a facility when run by the Community in cooperation with the public schools. It has the support of the Board of Selectmen, the Finance Committee and the School Committee, and represents the culmination of two years of effort to obtain appropriate housing for this much needed program for the handicapped.

Very truly yours,

Thomas L. Warren

Thomas L. Warren
Superintendent of Schools

TLW/h

Alterations to Pauline Street School for:
Adult Occupational Handicapped Work Shop
Pauline Street, Randolph, Massachusetts

Construction Materials Estimate:

A. Exterior

1.)	Wood Gutters and Metal Downspouts	$ 250.00 x
2.)	Wood Trim at jambs and window head (1 x 12 & 1 x 6)	$ 250.00
3.)	Polycarbonate (Lexan) glazing of existing windows	$1,050.00
4.)	Exterior wood doors	$ 350.00
5.)	Galvanized stair and ramp pipe rails	$ 400.00
6.)	Plywood siding (Texture 1-11 siding)	$ 800.00
7.)	Bituminous concrete paving for parking, driveway and walks	$1,400.00
8.)	Concrete ramp	$ 300.00
9.)	Concrete stairs	$ 200.00
	Exterior Materials:	$5,000.00

B. Interior

1.)	Acoustic Tile Ceilings	$ 750.00
2.)	Vinyl-Asbestos tile flooring & base	$ 600.00
3.)	Ceramic Tile Thin-set flooring & Walls	$ 200.00
4.)	Entrance Carpet Mat	$ 50.00
5.)	Interior wood doors	$ 700.00
6.)	Wood stud framing for interior walls:	$ 200.00
7.)	Interior prefinished plywood paneling:	$1,000.00
8.)	Tackboards and chalkboards	$ 200.00
9.)	Interior wired glass	$ 100.00
10.)	Interior millwork (door frames, cabinetwork, shelving, louvers)	$1,000.00
11.)	New Plaster on existing walls	$ 150.00
12.)	Medicine Cabinets & towel bars	$ 50.00
13.)	Contingency for miscellaneous woodtrim	$ 200.00
	Interior Materials:	$5,200.00

C. Fixtures:

1.)	Window Airconditioners (5) @ $400	$2,000.00
2.)	Shower Stall	$ 400.00
3.)	Two Water Closets @ $400	$ 800.00
4.)	Two Lavatories @$300	$ 600.00
5.)	One Sink w/cabinet	$ 300.00
6.)	One Kitchen Sink	$ 300.00
7.)	One Refrigerator	$ 300.00

C. Fixtures:

8.)	One Under Counter Dishwasher		$ 350.00
9.)	One Range w/Oven		$ 350.00
10.)	One Washer & One Dryer		$ 500.00
11.)	One Service Sink		$ 300.00
12.)	30 4'-0" 4 tube fluorescent fixtures @ $50		$1,500.00
13.)	6 Incadescent fixtures @$25		$ 150.00
		Fixtures	$7,850.00

D. Summary

A.	Exterior Materials:	$ 5,000
B.	Interior Materials:	$ 5,200
C.	Fixtures	$ 7,850
D.	Total Materials:	$18,050
E.	Contingency @ 5%	$ 925

RANDOLPH PUBLIC SCHOOLS
ADMINISTRATION BUILDING
40 Highland Avenue
RANDOLPH, MASSACHUSETTS 02368

THOMAS L. WARREN
SUPERINTENDENT

JOHN E. ZOINO
ASSISTANT SUPERINTENDENT

May 13, 1974

Mr. Robert Nelson
Assistant Director
Blue Hills Regional
Vocational Technical School
100 Randolph Avenue
Canton, Massachusetts

Re: Request for approval of adult occupational handicapped workshop program.

Dear Mr. Nelson:

I am enclosing the constructional materials estimate to supplement our formal application as submitted by Mr. Warren. You will note that these estimates have been prepared by Mr. Emanuel Rempelakis, of the Tedesco Associates, Inc. and they coincide with the work requested on the drawings which were submitted with the project.

I realize that some items will have to be done under separate contract as it is my understanding that items such as bituminous concrete paving and concrete stairs and ramps are not part of the work that may be undertaken in your program. I have been informed that this proposal is to be presented at the School Committee meeting on May 21. As we will be requesting a transfer of funds from the reserve fund and time will be of the essence, will you please inform my office by telephone if favorable action is taken on our request.

As I have indicated to you previously, the Finance Committee wishes to have the following definite information before action on request of transfer of funds; 1, a firm commitment by the Blue Hills Regional Vocational Technical School of participation in the project, 2. a tentative time schedule for completion of the initial workshop, 3. an estimate for same.

If any further information is required prior to the meeting of May 21, please contact me personally.

Sincerely,

Richard E. Coburn
Business Manager

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Mr. Young, Chairman

Blue Hills Regional Technical School

WILLIAM A. DWYER
Superintendent-Director

SCHOOL COMM. RECEIVED
'74 JUN 24 AM 12:51

AVON
BRAINTREE
CANTON
HOLBROOK
NORWOOD
RANDOLPH
WESTWOOD

June 20, 1974

Mr. Thomas Warren, Superintendent
RANDOLPH PUBLIC SCHOOL SYSTEM
Highland Avenue
Randolph, Massachusetts 02368

Dear Superintendent Warren:

At the Regular District School Committee meeting held on Tuesday evening, June 4, 1974, the construction application submitted by the Randolph Public School Department relative to the renovation of the Pauline Street School was reviewed and accepted as one of the major building projects to be undertaken by the Structural Building Department during the school year 1974-1975.

It is most important, however, that the following conditions for the project's final acceptance be reviewed and understood by the Randolph School Committee so that in the event these contingencies are not acceptable some alternate, mutually agreeable solution may be reached.

The contingencies are as follows:

(1) Current projects presently being developed by Blue Hills could possibly delay our school building team from starting at the Pauline Street School until late fall of 1974, and

(2) The cost estimates which were submitted with the Pauline Street School application could possibly escalate, and change-orders for additional work deemed necessary once alterations commence could necessitate increases, therefore a reasonable degree of latitude would be required for the project budget.

If the above-mentioned conditions meet with the approval of the Randolph School Committee, I would appreciate it if my office could be notified as soon as possible so that an agreement may be put in final form.

FOR THE DISTRICT COMMITTEE:

William A. Dwyer

William A. Dwyer, Executive Officer
Superintendent-Director

WAD/ns

CANTON, MASSACHUSETTS - ZIP CODE 02021

EDWARD J. TEDESCO ASSOCIATES, INC. · ARCHITECTS

48 MOUNT VERNON STREET
WINCHESTER, MASSACHUSETTS 01890
TELEPHONE 617-729-7260

EDWARD J. TEDESCO A.I.A.
A. RICHARD BROOKS A.I.A.
E. J. REMPELAKIS A.I.A.
FRANK P. ORLANDO A.I.A.
S. J. SHILENSKY A.I.A.

August 27, 1974

Mr. Richard Coburn, Business Manager
School Administration Building
40 Highland Ave.
Randolph, Mass.

Re: Alterations to Pauline School, Randolph, Mass.

Dear Dick,

Relative to the subject project, I am enclosing a letter and a copy of standard sizes from Mr. Peter R. Bowden of Boston Screen & Sash Co. The letter is self-explanatory.

There are 27 windows in the proposed alterations and the opening size is approximately 2'-6" x 4'-8". The standard aluminum window size (P463) is 2'-8 7/8" x 4'-1". I suspect that when the old window trim is removed at the sides and a new sill added to diminish the height of the window the stock units may be applicable.

At any rate when the point is reached for more definitive action, please contact Mr. Peter R. Bowden who could advise you further on this. In addition to the stock sizes, replacement windows may be fabricated to fit any opening.

Yours very truly,

E. J. Rempelakis

EJR:es

Enclosure

APPENDIX O

RANDOLPH PUBLIC SCHOOLS
ADMINISTRATION BUILDING

B 22. ALUMINUM WINDOWS

Bid is to include delivery to the Occupational Workshop at the Pauline School, Pauline Street, Randolph, Mass.

All units are to be top hinged, out swinging, aluminum awning units.

Item	Quantity	Description	Unit Price	Total Price
1.	27	Aluminum Windows - Size: 2'8 7/8" x 2'9"(approximate) Similar to Catawba Industrial, Inc. #P462 Windows to be furnished unglazed with beads to accept 1/4" glazing by others		
2.	27	Screens for above.		

Please indicate definite delivery date _____

Name of Firm _____

ADMINISTRATION BUILDING

B 23. LUMBER AND BUILDING MATERIALS

APPENDIX P

All items are approximate quantities. Exact quantities will be determined prior to ordering as work progresses on the renovations. Bids is to include delivery to the Occupational Workshop at the Pauline School, Pauline Street Randolph, MA 02368

Item	Quantity	Description	Unit Price	Total Price
1.	1700 ft.	Fiberglass Insulation - 16 x 13"		
2	42 sheets	Texture 111 - 4' x 10'		
3	2200 sq. ft.	Ceiling Tile, fiberglass/grid, 2' x 4'		
4.	508 lin. ft.	Shoe & Plate, 2" x 3"		
5	226 pieces	Shoe & Plate, 2" x 3" x 10'		
6.	128 lin. ft.	Shoe & Plate, 2" x 4"		
7	66 pieces	Shoe & Plate, 2" x 4" x 10'		
8.	1 piece	Shoe & Plate, 4" x 6" x 22'		
9.	3 pieces	Shoe & Plate, 4" x 6" x 10'		
10.	3 pieces	Shoe & Plate, 4" x 6" x 24'		
11.	50 pieces	Shoe & Plate 2" x 6" x 12'		
12.	50 pieces	Shoe & Plate 2" x 8" x 12'		
13.	576 lin. ft.	Strapping, 1" x 3", 12' to 16' lengths		
14.	3	Lally Columns 3½" x 10'		
15.	22 sheets	Plywood, P.T.S. 4' x 8' x 5/8"		
16.	130 sheets	Paneling - Weyerhaeuser, Montego Birch Prefinished or equal 4' x 8' x ¼"		
17.		Nails		
	100 lbs.	#16		
	100 lbs.	#8		
	50 lbs.	Finish 6 penny		
	50 lbs.	Finish 8 penny		
	50 lbs.	Gal. 6 common		

Name of Firm

RANDOLPH PUBLIC SCHOOLS
ADMINISTRATION BUILDING

INVITATION TO BID

The Randolph School Committee requests sealed bids on the following:

Occupational Handicapped Workshop

B 22. Aluminum Windows
B 23. Lumber & Building Materials

Specifications may be obtained from the Administration Building, 40 Highland Avenue, Randolph, Mass. until 2:00 p.m. on January 2, 1975 at which time and place they will be publicly opened and read.

The awarding authority reserves the right to reject any or all bids or to accept the bid or any part of a bid deemed best for the Town.

RANDOLPH SCHOOL COMMITTEE

A. Ribhard Anderson, Chairman
Kevin F. Kiley, Secretary
John T. Callahan, Jr.
Charles E. Green, Jr.
William M. Leavitt, D.M.D.

RANDOLPH PUBLIC SCHOOLS

THOMAS L. WARREN
SUPERINTENDENT

JOHN E. ZOINO
DEPUTY SUPERINTENDENT

TOWN OF RANDOLPH
INC. 1793

AUXILIARY SERVICES DEPARTMENT
ROBERT D. SAYRS, DIRECTOR
MEMORIAL PARKWAY
RANDOLPH, MASS. 02368
TEL. 963-7800 - Ex 51

February 13, 1975

Senator Edward M. Kennedy
Senate Chambers
Washington, D.C. 20515

Dear Senator Kennedy:

We are planning to attend the American Educational Research Association (AERA) meeting in Washington, D.C. from Tuesday, April 1 to Thursday, April 3, 1975.

While in Washington we intend to search for possible sources of Federal monies for construction and/or equipping the Randolph Occupational Workshop, Inc. The workshop presently provides continued educational training for handicapped individuals, 18 years of age or over, who cannot function independently in the competitive market.

We would be pleased to receive any suggestions you might have to assist us in this effort.

Very truly yours,

Robert D. Sayrs

Robert D. Sayrs, Director
Auxiliary Services

John E. Zoino

John E. Zoino
Deputy Superintendent

RANDOLPH PUBLIC SCHOOLS

THOMAS L. WARREN
SUPERINTENDENT

JOHN E. ZOINO
DEPUTY SUPERINTENDENT

TOWN OF RANDOLPH
INC. 1793

AUXILIARY SERVICES DEPARTMENT
ROBERT D. SAYRS, DIRECTOR
MEMORIAL PARKWAY
RANDOLPH, MASS. 02368
TEL. 963-7800 - Ex 51

February 13, 1975

Senator Edward M. Brooke
Senate Chambers
Washington, D.C. 20515

Dear Senator Brooke:

We are planning to attend the American Educational Research Association (AERA) meeting in Washington, D.C. from Tuesday, April 1 to Thursday, April 3, 1975.

While in Washington we intend to search for possible sources of Federal monies for construction and/or equipping the Randolph Occupational Workshop, Inc. The workshop presently provides continued educational training for handicapped individuals, 18 years of age or over, who cannot function independently in the competitive market.

We would be pleased to receive any suggestions you might have to assist us in this effort.

Very truly yours,

Robert D. Sayrs

Robert D. Sayrs, Director
Auxiliary Services

John E. Zoino

John E. Zoino
Deputy Superintendent

RANDOLPH PUBLIC SCHOOLS

THOMAS L. WARREN
SUPERINTENDENT

JOHN E. ZOINO
DEPUTY SUPERINTENDENT

TOWN OF RANDOLPH
INC. 1793

AUXILIARY SERVICES DEPARTMENT
ROBERT D. SAYRS, DIRECTOR
MEMORIAL PARKWAY
RANDOLPH, MASS. 02368
TEL. 963-7800 - Ex 51

February 13, 1975

The Honorable James A. Burke
47 Washington Street
Quincy, Mass. 02169

Dear Congressman Burke:

We are planning to attend the Americal Educational Research Association (AERA) meeting in Washington, D.C. from Tuesday, April 1 to Thursday, April 3, 1975.

While in Washington we intend to search for possible sources of Federal monies for construction and/or equipping the Randolph Occupational Workshop, Inc. The workshop presently provides continued educational training for handicapped individuals, 18 years of age or over, who cannot function independently in the competitive market.

We would be pleased to receive any suggestions you might have to assist us in this effort.

Very truly yours,

Robert D. Sayrs

Robert D. Sayrs
Director of Auxiliary Services

John E. Zoino

John E. Zoino
Deputy Superintendent

RANDOLPH PUBLIC SCHOOLS

THOMAS L. WARREN
SUPERINTENDENT

JOHN E. ZOINO
DEPUTY SUPERINTENDENT

TOWN OF RANDOLPH
INC. 1793

AUXILIARY SERVICES DEPARTMENT
ROBERT D. SAYRS, DIRECTOR
MEMORIAL PARKWAY
RANDOLPH, MASS. 02368
TEL. 963-7800 • Ex 51

February 13, 1975

Mr. John Duncan
Council & Staff Director of
Select Committee on Education
U.S. House of Representatives
Rayburn House Office Building - Room 2178
Washington, D.C. 20515

Dear Mr. Duncan:

We are members of the Boston Cluster of the Nova Ed.D. Program and are planning to attend the American Educational Research Association (AERA) meeting in Washington, D.C. from Tuesday, April 1 to Thursday, April 3, 1975.

While in Washington we intend to search for possible sources of Federal monies for construction and/or equipping the Randolph Occupational Workshop, Inc. The workshop presently provides continued educational training for handicapped individuals, 18 years of age or over, who cannot function independently in the competitive market.

We would be pleased to receive any suggestions you might have to assist us in this effort.

Very truly yours,

Robert D. Sayrs

Robert D. Sayrs, Director
Auxiliary Services

John E. Zoino

John E. Zoino
Deputy Superintendent

RANDOLPH PUBLIC SCHOOLS

THOMAS L. WARREN
SUPERINTENDENT

JOHN E. ZOINO
DEPUTY SUPERINTENDENT

TOWN OF RANDOLPH
INC. 1793

AUXILIARY SERVICES DEPARTMENT
ROBERT D. SAYRS, DIRECTOR
MEMORIAL PARKWAY
RANDOLPH, MASS. 02368
TEL. 963-7800 - Ex 51

February 14, 1975

Allan B. Ellis, Ed.D., President
Educational Research Corporation
85 Main Street
Watertown, Mass. 02172

Dear Allan:

We are planning to attend the AERA meeting on Wednesday, April 2, 1975 to observe the presentation of the Educational Leadership Appraisal Program.

While in Washington we intend to search for possible sources of Federal monies for constructing and/or equipping the Randolph Occupational Workshop, Inc. which was developed as our Maxi I Practicum and which has been approved for continuation as our Maxi II effort.

The workshop presently provides continuing education, occupational training and extended employment for handicapped individuals, 18 years of age and over, who cannot function independently in the competitive employment market.

We would be pleased to receive any suggestions you might have that would assist us in this effort.

Sincerely,

Robert D. Sayrs, Director
Auxiliary Services

John E. Zoino
Deputy Superintendent

RANDOLPH PUBLIC SCHOOLS

THOMAS L. WARREN
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JOHN E. ZOINO
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AUXILIARY SERVICES DEPARTMENT
ROBERT D. SAYRS, DIRECTOR
MEMORIAL PARKWAY
RANDOLPH, MASS. 02368
TEL. 963-7800 - Ex 51

February 14, 1975

Donald P. Mitchell, Ed.D.
Director of Ed.D. Program
Nova University
3301 College Avenue
Fort Lauderdale, Florida 33314

Dear Don:

We are planning to attend the AERA meeting on Wednesday, April 2, 1975 to observe the presentation of the Educational Leadership Appraisal Program.

While in Washington we intend to search for possible sources of Federal monies for constructing and/or equipping the Randolph Occupational Workshop, Inc. which was developed as our Maxi I Practicum and which has been approved for continuation as our Maxi II effort.

The workshop presently provides continuing education, occupational training and extended employment for handicapped individuals, 18 years of age and over, who cannot function independently in the competitive employment market.

We would be pleased to receive any suggestions you might have that would assist us in this effort.

Sincerely,

Robert D. Sayrs, Director
Auxiliary Services

John E. Zoino
Deputy Superintendet

cc: Gerald Sroufe
S.O. Kaylin
Allan Ellis
Robert Peebles

JAMES A. BURKE
ELEVENTH DISTRICT
MASSACHUSETTS

241 HOUSE OFFICE BUILDING
WASHINGTON, D.C. 20515

MEMBER:
COMMITTEE ON
WAYS AND MEANS

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JOINT COMMITTEE ON
BUDGET CONTROL

Congress of the United States
House of Representatives
Washington, D.C. 20515

February 20, 1975

Robert D. Sayrs
John E. Zoino
Randolph Public Schools
Memorial Parkway
Randolph, Massachusetts 02368

Dear Messrs. Sayrs and Zoino:

This is to acknowledge and thank you for your recent letter advising me of your plans to attend the American Educational Research Association meeting to be held in Washington, D.C. from April 1-3, 1975.

I understand that while you are in Washington, D.C., you plan to seek funds for construction of the Randolph Occupational Workshop, Inc. In order to assist you in this endeavor, I have contacted appropriate Federal authorities to obtain information on available Federal funds, relative to your needs. As soon as this material arrives in my office, I will forward it directly to you.

With all good wishes, I remain

Sincerely,

James A. Burke

JAMES A. BURKE
Member of Congress

JAB:sb

JOHN BRADEMAS
3D DISTRICT, INDIANA

CHIEF DEPUTY
MAJORITY WHIP

2134 RAYBURN HOUSE OFFICE BUILDING
WASHINGTON, D.C. 20515
202-225-3915

ADMINISTRATIVE ASSISTANT
JAMES P. MOONEY

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Congress of the United States
House of Representatives
Washington, D.C. 20515

February 25, 1975

Mr. Robert D. Sayrs, Director
Auxiliary Services
Randolph Public Schools
Memorial Parkway
Randolph, Mass. 02368

Dear Mr. Sayrs:

I appreciate the letter from yourself and Mr. Zoino advising me that you plan to be in Washington in April to seek construction funds for the Randolph Occupational Workshop.

I want to suggest that you be in touch with both the Bureau of Education for the Handicapped and the Rehabilitation Services Administration to see what assistance they might be able to provide.

I must warn you that the Administration has not favored construction of rehabilitation facilities, but I am sure both of these agencies will provide you with as much assistance and information as possible.

You should write to:

Dr. Edwin Martin
Associate Commissioner for Education of the Handicapped
Office of Education
7th & D Streets, S.W.
Washington, D.C. 20201
and
Dr. Andrew Adams
Commissioner
Rehabilitation Services Administration
Social & Rehabilitation Service
Department Health, Education and Welfare
300 C Street, S.W.
Washington, D.C. 20201

Please let me know if I can provide you with further assistance in this matter.

With best wishes,

Sincerely,

JACK G. DUNCAN
Counsel
Select Subcommittee on Education

JGD:jhe

EDWARD W. BROOKE
MASSACHUSETTS

134

COMMITTEES:
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WASHINGTON, D.C. 20510
202-224-2742

United States Senate

WASHINGTON, D.C. 20510

March 14, 1975

Mr. Robert D. Sayrs, Director
Mr. John E. Zoino, Deputy Superintendent
Auxiliary Services
Randolph Public Schools
Memorial Parkway
Randolph, Massachusetts 02368

Dear Mr. Sayrs and Mr. Zoino:

Thank you very much for your recent letter apprising me of the financial needs of the Randolph Public School System with regard to the Randolph Occupational Workshop. I appreciate hearing from you on this matter and certainly will be pleased to do whatever I can to assist you in locating possible sources of federal assistance so that you can continue your fine efforts on behalf of the handicapped.

Therefore, I have already contacted the appropriate officials at the Department of Housing and Urban Development requesting that they provide you with advice/information regarding possible sources of federal assistance for the workshop.

As soon as I have anything to report, I will be back in touch with you.

With kind regards, I am

Sincerely,

Edward W. Brooke

Edward W. Brooke

EWB:chk

EDWARD W. BROOKE
MASSACHUSETTS

135

COMMITTEES:
APPROPRIATIONS
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SPECIAL COMMITTEE ON AGING
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United States Senate

WASHINGTON, D.C. 20510

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WASHINGTON, D.C. 20510
202-224-2742

April 25, 1975

Mr. Robert D. Sayrs, Director
Mr. John E. Zoino, Deputy Superintendent
Auxiliary Services Department
Randolph Public Schools
Memorial Parkway
Randolph, Massachusetts 02368

Dear Mr. Sayrs and Mr. Zoino:

Enclosed please find the response of the Department of Housing and Urban Development to my letter of inquiry on your behalf concerning the needs of the Randolph Occupational Workshop, Inc. Mr. Hernandez's letter is self-explanatory and I am sure will be of interest to you.

While I regret that H. U. D. 's response is not what we might have hoped for, I do not think that we have yet exhausted all possibilities for assistance for the Workshop. Therefore, in an effort to be of continued assistance, I have contacted the Commissioner for Occupational Education of the U. S. Office of Education, Mr. William F. Pierce, requesting that his good office investigate alternate, potential sources of funds for the Workshop.

As soon as Commissioner Pierce responds, I will be back in touch with you.

With kind regards.

Sincerely,

Edward W. Brooke

Edward W. Brooke

EWB:khk
Enclosure

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
AREA OFFICE
15 NEW CHARDON STREET
BOSTON, MASSACHUSETTS 02114

REGION I
REGIONAL OFFICE
BOSTON, MASSACHUSETTS

AREA OFFICES
Boston, Massachusetts
Hartford, Connecticut
Manchester, New Hampshire

March 25, 1975

IN REPLY REFER TO:
1.1SA

Honorable Edward W. Brooke
United States Senator
2003H J.F.K. Federal Building
Boston, Massachusetts 02203

Dear Senator Brooke:

Thank you for your inquiry on behalf of Mr. John E. Zoino, Deputy Superintendent of the Randolph (Massachusetts) Public Schools, concerning possible federal monies for the Randolph Occupational Worshop, Inc. This Workshop is described as providing educational training for handicapped individuals, 18 years of age or older.

Virtually all HUD programs relate to the construction, rehabilitation or insuring of single-family and multi-family housing, community planning, and community development activities such as urban renewal, public facilities, water and sewer projects, open space and preservation. There does not appear to be any funded HUD program that relates to educational training in an occupational workshop.

We regret that we cannot be of assistance to you and the Randolph Occupational Worshop in this matter.

Sincerely,

William H. Hernandez, Jr.
Area Office Director

RANDOLPH PUBLIC SCHOOLS

THOMAS L. WARREN
SUPERINTENDENT

JOHN E. ZOINO
DEPUTY SUPERINTENDENT

TOWN OF RANDOLPH
INC. 1793

AUXILIARY SERVICES DEPARTMENT
ROBERT D. SAYRS, DIRECTOR
MEMORIAL PARKWAY
RANDOLPH, MASS. 02368
TEL. 963-7800 - Ex 51

March 27, 1975

Office of:

The Honorable James M. Burke
241 Cannon House Office Building
Corner of Jersey & Independence Ave.
Washington, D.C. 20000

Att: Mr. Robert Herring

Dear Mr. Herring:

We have operated a workshop for non-employable, moderately retarded adults (I.Q. less than 50) since February 1973. The program is designed to sustain previously acquired academic skills, enhance living skills and provide work activities for the clients.

Our main problem has been finding appropriate housing. During the two years of operation we have been in three different, minimally acceptable locations.

We are in the process of renovating and constructing an 850 sq. ft. addition to an abandoned school building to accomodate an increased number of clients as a result of our offering facilities to the neighboring towns of Avon, Canton, Holbrook, Milton, Sharon and Stoughton.

To complete the project, we require financial assistance and wish to explore the possibility of obtaining a direct Federal grant for any or all of the following:

a. Construction
b. Equipment
c. Staffing

Enclosed herewith is additional material for your information.

Very truly yours,

Robert D. Sayrs
Director, Auxiliary Services

John E. Zoino
Deputy Superintendent

Encl: 5

JAMES A. BURKE
ELEVENTH DISTRICT
MASSACHUSETTS

11 HOUSE OFFICE BUILDING
WASHINGTON, D.C. 20515

138

MEMBER:
COMMITTEE ON
WAYS AND MEANS

JOINT COMMITTEE ON
INTERNAL REVENUE
TAXATION

JOINT COMMITTEE ON
BUDGET CONTROL

Congress of the United States
House of Representatives
Washington, D.C. 20515

April 1, 1975

John E. Zoino, Deputy Superintendent and
Robert D. Sayrs, Director of Auxiliary Services
Randolph Public Schools
Randolph, Massachusetts

Dear Messrs. Zoino and Sayrs:

I just received the enclosed letter concerning the possibilities of funding the construction and equipping of your Occupational Workshop.

It appears that more assistance can be rendered on the state than on the federal level at this time. However, if you would like me to contact Drs. Martin and Adams, I will be more than happy to do so. I would think that your application will, at some stage, reach the federal level. At that time, please do not hesitate to contact me; my staff and I will be glad to expedite the application process.

I wish you the best of luck in the establishment of your program--it is one which merits the support of the entire Randolph community.

With warmest regards, I remain

Sincerely,

James A. Burke

JAMES A. BURKE
Member of Congress

JAB:bh
Enclosure

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20201

MAR 28 1975

Honorable James A. Burke
House of Representatives
Washington, D.C. 20515

Dear Mr. Burke:

Thank you for your letter dated February 20, 1975, and the enclosed letter from Mr. Robert D. Sayrs and Mr. John E. Zoino of the Randolph Public Schools, Randolph, Massachusetts. Messrs Sayrs and Zoino are interested in obtaining Federal funds for construction and equipping the Randolph Occupational Workshop, Inc.

We suggest that your constituents get in touch with or write to Mr. William I. Cowin, Secretary, Executive Office for Administration and Finance, State House, Boston, Massachusetts 02133. That agency is responsible for the administration of the Developmental Disabilities program (Title I, Part C, P.L. 91-517). Under that program, Federal funds are allotted to the States to provide support for planning, services, and administration, as well as construction of facilities for the developmentally disabled, including the mentally retarded. "Construction" means (1) construction of new buildings, acquisition, expansion, remodeling, and alteration of existing buildings, (2) initial equipment for such buildings, including transportation facilities, and (3) architect's fees in connection with an approved project. Construction does not include the cost of offsite improvements or the cost of the acquisition of land.

For further information, your constituents may also wish to contact Mr. Russell E. O'Connell, Commissioner of Rehabilitation, Massachusetts Rehabilitation Commission, 296 Boylston Street, Boston, Massachusetts 02116, to determine whether their organization might be eligible for funds through the Vocational Rehabilitation program.

If we may be of further assistance, please let us know.

Sincerely,

Stanley B. Thomas, Jr.
Assistant Secretary
for Human Development

ILLUSTRATIONS

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7. View of Addition and Main Building 143

Illustration 1., March 1974

Donated Building (Rejected)

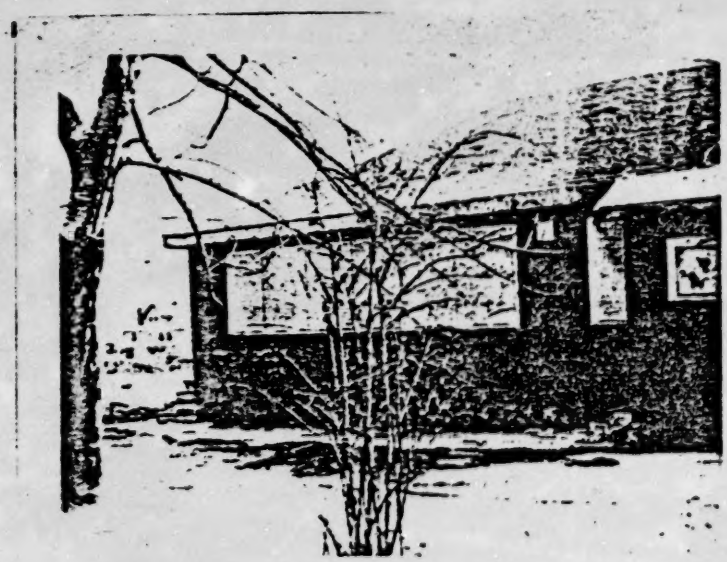

Illustration 2., December 1974

Pauline School Before Renovation

Illustration 3., Feb. 28, 1975
Project Inspection, Warren
Zoino and Coburn

Illustration 4., Mar. 20, 1975
Blue Hills Students Installing
Paneling - Multi-purpose Room

Illustration 5., Mar. 20, 1975
View Showing Old Construction and Height of New Ceiling

Illustration 6., April 16, 1975

Interior of Addition, Cutting Roof Jacks

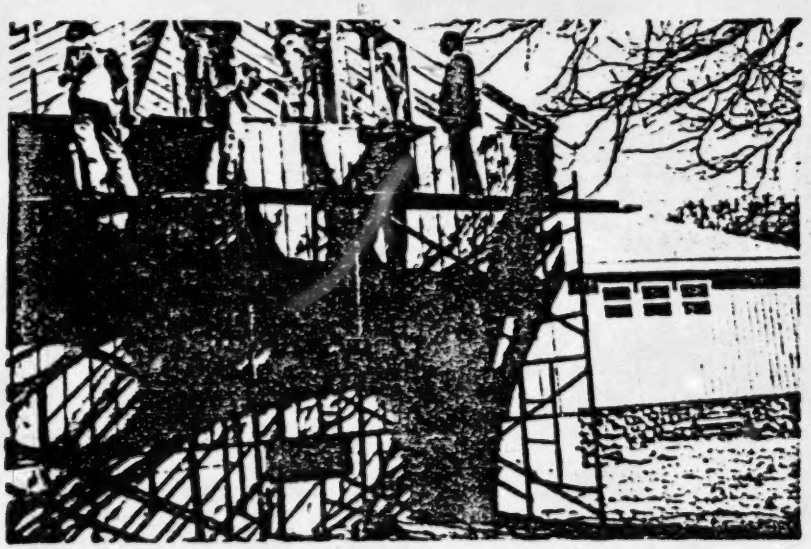

Illustration 7., April 16, 1975

South Gable of Addition, and Renovated Building